

Records Inventory Worksheet

Department: **Administration,
Vice President Clinical
Programs and Chief
Nursing Executive**

Date **Dec 13, 2011**
Completed

Time Period **January 2011 to December
Covered: 2011**

Completed by: **S. Gregoroff**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Meeting Minutes	Board Quality Committee	VP office	Hardcopy and Electronic	Permanent	complete	Iris Anderson / Susan Gregoroff
Meeting Minutes	Pay for Results Steering Committee	VP Office	Electronic	5 years	complete	Susan Gregoroff
Meeting Minutes	Integrated Discharge Planning Committee	VP Office	Electronic	5 years	Complete	Iris Anderson
Meeting Minutes	Accreditation Steering Committee	VP Office	Electronic	5 years	Complete	Iris Anderson
Meeting Minutes	Ethics Committee	VP Office	Electronic	5 years	Complete	Iris Anderson / Susan Gregoroff
Meeting Minutes	THREB Administrative Application forms	VP Office	Electronic	5 years	Complete	Iris Anderson
Meeting Minutes	Research Impact Committee	VP Office	Electronic	5 years	Complete	Iris Anderson
Meeting Minutes	All Clinical Quality & Operations Council Committee Meetings	VP Office	Hardcopy and Electronic	7 years	Complete	Iris Anderson
Correspondence	Mental Health Planning	VP Office	Electronic and hard copy	5 years	Complete	Iris Anderson / Susan Gregoroff
Correspondence	Nursing Secretariat – Funding applications	VP Office	Electronic	5 years	Complete	Iris Anderson / Susan Gregoroff

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Reports	RNAO BPSO Spotlight Designation	VP Office	Hard Copy	5 years	Complete	Susan Gregoroff
Reports	RNAO BPSO Annual Reports	VP Office	Electronic	5 years	Complete	Susan Gregoroff
Contracts	College agreements	VP Office(s)	Hardcopy and Electronic	5 years	Complete	Iris Anderson / Bonnie Collins
Funding	All funding agreements and notices, Ministry correspondence, submissions	VP Office(s)	Hardcopy and Electronic	7 years	Complete	Iris Anderson / Bonnie Collins
Policies	All policies	Administration	Electronic	Permanent	Complete	Iris Anderson / Mary Leversidge
Applications	Education Grant Applications for Approval/ Student Approved Repayment Plans	Administration	Hardcopy and Electronic	5 years	Complete	Iris Anderson