

Records Inventory Worksheet – Administration

Department: **CEO Office**

Date Completed: **December 5, 2011**

Time Period Covered: **12 months**

Completed by: **C. Vandervalk**

| Subject of the Record | Brief Description | Location | Format | Retention/ Disposal | Status | Personnel Authorized to Access Record |
|-----------------------------|---|------------------|----------------------|---------------------|----------------|---------------------------------------|
| Documents of Incorporation | Incorporation information | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. and Finance |
| Register of Directors | Board declarations | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Register of Members | List of Board members | CEO office | Electronic and paper | Ten years | complete | CEO/Admin. Asst. |
| Policies | Board manual | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Administrative Bylaws | Bylaws | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Board of Directors | Minutes of the Board of Directors | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Executive Committee | Minutes of the Executive Committee | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Governance Committee | Minutes of the Governance Committee | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Quality Committee | Minutes of the Quality Committee | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| Senior Management Committee | Minutes of the Senior Management Committee | CEO office | Electronic and paper | Permanent | Complete | CEO/Admin. Asst. |
| MOHLTC/LHIN Documents | Agreements/Correspondence/Funding Information | Corporate office | Electronic and paper | Permanent | In process and | CEO/Admin. Asst. |

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| | | | | | executed | |
| Agreements/Contracts | Agreements/contracts with partner health care providers | Corporate Office | Electronic and paper | Permanent | In process and executed | CEO/Admin. Asst. |