

## Records Inventory Worksheet

Department: **Risk Management**

Date Completed: **December 9, 2011**

Time Period Covered: **January 1, 2007 to December 2011**

Completed by: **C. MacInnes**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Legal Files	Documentation regarding medical legal cases and potential cases	Legal Office	Paper	Open and potential cases only. Closed permanent cases to Health Information Management.	Final	Director Project and Risk Management
Emergency Preparedness Committee	Emergency Preparedness Committee Minutes and Records of Mock Codes	Risk Management Office	Paper	5 years	Final	Director Project and Risk Management
Legal Requests	Legal requests for information and responses	Legal Office	Paper	5 years	Final	Director Project and Risk Management