

## Directory of Records

<b>Category</b>	<b>Description</b>
<b>Administration and Governance</b>	Records relating to the operations and management of the Hospital. General records include Plans, Strategies, Charts, Information on departments and programs, policies and procedures.
<b>Board of Directors</b>	Records relating to the operations and management of the Board of Directors. General records include meeting summaries, agendas, and minutes.
<b>Business Office</b>	Records relating to financial management functions, including accounting transactions, accounts payable, accounts receivable, reconciliations, financial reporting and policies, procedures, guidelines, and standards and accompanying documentation. General records may include requisitions, deposit control reports, direct payments and bank transfers, records relating to employee expenses, purchase orders and purchase cards.
<b>Capital Projects</b>	Records relating to the planning, construction and commissioning of renovations at the hospital. General records include Plans, news and other communications.
<b>Clinical Programs</b>	Records relating to the quality, safety and accessibility of services offered by the hospital.
<b>Facility Services</b>	Records related to the operation and management of the Hospital's facilities and property. General records relate to space planning, maintenance, and environmental control.
<b>Finance</b>	Records relating to financial resources of the Hospital. General records may include documents relating to budget planning, income and expenditure, procurement development, vendor evaluations and contract management.
<b>Human Resources</b>	Records relating to QCH's employees. General records may include job classification, salary ranges and collective agreements.
<b>Information Technology</b>	Records relating to the maintenance, development and management of QCH's information holdings
<b>Information and Privacy Office</b>	Records relating to the Hospital's compliance with obligations and processes set out in PHIPA and FIPPA.
<b>Meeting Minutes &amp; Agendas</b>	Records related to the meetings of various councils, groups and areas to support Hospital operations, services and programs.
<b>Occupational Health and Safety</b>	Records relating to occupational health and safety. General records may include statistical data, policies and procedures.
<b>Organizational Quality and Safety</b>	Records relating to incident investigations and risk assessments.
<b>Patient Relations</b>	Records relating to patient compliments and complaints including monthly and yearly statistics.
<b>Protection Services</b>	Security records and records relating to security incidents, emergency procedures and disaster planning.