DIRECTORY OF RECORDS
Published List

The directory of records is a listing of the types of records held and maintained by Runnymede Healthcare Centre. Record holdings are classified by function and include a description of a record type which can one or more of the following:

GCR – Record containing general class of records
PI – Records containing Personal Information
PHI – Records containing Personal Health Information

Record Type	Title	Function
GCR	Accessibility Plan	Administration
GCR	Accreditation Records	Administration
GCR	Administrative Policies and Procedures Manual	Administration
GCR/PI	Agreements and Contracts	Administration
GCR	Annual Reports	Administration
GCR	Audit Reports	Administration
GCR	Balanced Scorecard	Administration
GCR	Board of Directors & Committees of the Board Minutes and Agendas	Administration
GCR	Board of Directors By-laws	Administration
PI/PHI	Claims	Administration
GCR/PHI/PI	Code Records	Administration
GCR	Corporate and Executive Correspondence	Administration
GCR/PI	Deeds, Leases	Administration
GCR	Disaster Plans	Administration
GCR	Documents of Incorporation	Administration
GCR	Emergency Code Overhead Page Log	Administration
GCR	Emergency Measures Manual	Administration
GCR	Emergency Planning	Administration
GCR	Engineering Drawings, Blueprints	Administration
PI	Ethical Codes and Reviews	Administration
GCR	Executive Advisory Committee Minutes and Agendas	Administration
GCR	Fire Safety Planning	Administration
GCR	Fire Safety Tests and Inspection Reports	Administration
GCR	Fiscal Advisory Committee Minutes and Agendas	Administration
GCR	Health Equity Plan	Administration
GCR	Health Records Committee Minutes and	Administration

	Agendas	
GCR	Hospital By-Laws & Special Resolutions	Administration
GCR /PI	Incident Reports	Administration
GCR	Insurance Policies	Administration
GCR	Joint Occupational Health & Safety Committee Minutes and Agendas	Administration
GCR/PI/PHI	Litigation Files	Administration
GCR	Material Safety Data Sheets	Administration
GCR/PHI	Medical Advisory Committee Minutes and Agendas	Administration
GCR	Notices under the *Corporations Information Act*	Administration
GCR	Operations Committee Minutes and Agendas	Administration
GCR/PI	Patent, Copyright and Trademark registrations	Administration
GCR/PI	Patient Family Council Minutes and Agendas	Administration
PI/PHI	Patient Feedback: Complaints and Compliments	Administration
PI/PHI	Patient Relations Records	Administration
GCR/PI	Patient Satisfaction Surveys	Administration
GCR/PI	Physician Applications (rejected)	Administration
GCR/PI	Physician Appointment records	Administration
GCR/PI	Quality & Patient Safety Reviews	Administration
GCR	Quality Improvement Plan	Administration
GCR/PI	Register of Directors & Members	Administration
GCR	Safety Audit & Statistic Reports	Administration
GCR	Senior Friendly Care Strategic Plan	Administration
GCR	Strategic Plan	Administration
GCR/PHI/PI	24-hour reports, Nursing schedules, assignment sheets.	Clinical & Patient Care
PHI	Admission Referral Form – Denied Applications	Clinical & Patient Care
PHI	Chronic Reportable Diseases	Clinical & Patient Care
GCR	Clinical Indicator Reports	Clinical & Patient Care
PHI	Copy of Physicians' medication orders	Clinical & Patient Care
GCR/PHI	Falls Audit Reports	Clinical & Patient Care
GCR	Infection Control Audits	Clinical & Patient Care
GCR	Infection Control Manual	Clinical & Patient Care
GCR	Infection Outbreak Investigations	Clinical & Patient

		Care
PHI	In-patient/Out-patient Records	Clinical & Patient Care
GCR	Integrated Care Manual	Clinical & Patient Care
PHI	Integrated Care Plan (Part A)	Clinical & Patient Care
PHI	Limited Use Forms	Clinical & Patient Care
GCR	Medical Staff By-Laws	Clinical & Patient Care
PHI	Narcotic records, Controlled Drug records, and out-patient prescriptions.	Clinical & Patient Care
PHI	Patient Diagnostic Images	Clinical & Patient Care
PHI	Patient Drug Profile	Clinical & Patient Care
PHI	Patient Flow Referral Tracking Summary Form	Clinical & Patient Care
PHI	Patient Records	Clinical & Patient Care
PHI	Patient Records for Research Subjects of Clinical Trials	Clinical & Patient Care
PHI	Patient Register	Clinical & Patient Care
GCR/PHI	Patient Safety Quality Reports	Clinical & Patient Care
PHI	Physician's Diet orders	Clinical & Patient Care
PHI	Prescriptions (Inpatient)	Clinical & Patient Care
GCR	Departmental Manuals	Common
PI	Employee Performance Management	Common
GCR	Log Books/Sheets	Common
GCR	Communications	Communications
GCR	Community Engagement & Consultation	Communications
GCR	Media Relations	Communications
GCR	News Releases	Communications
GCR	Position Papers, Briefs, Key Speeches or Presentations, and Media Releases	Communications
GCR	Accounting and Finance Administration Records	Finance
GCR/PI	Accounts Payable Records	Finance
GCR/PI	Accounts Receivable	Finance

GCR	Annual Reports & Annual Financial Returns	Finance
GCR	Audited Annual Financial Statements	Finance
GCR	Bank Deposit Books	Finance
GCR	Bank Statements and Reconciliations	Finance
GCR	Billing Forms	Finance
GCR	Books of Account and Accounting Records relating to all financial and other transactions (including general ledger or other book of final entry)	Finance
GCR	Capital Assets	Finance
GCR	Capital Budget	Finance
GCR	Cash Receipts Register	Finance
GCR/PI	Cheque Register and Reports	Finance
GCR/PI	Cheques	Finance
GCR /PI	Donation Records (10-year gifts)	Finance
GCR/PI	Duplicates of Charitable Donation Receipts	Finance
PI	Employee Payroll Files	Finance
GCR	Employer Health Tax	Finance
GCR	Expense Claims	Finance
GCR	Financial Statements and Reports	Finance
GCR	General Ledger and Fixed Asset Records	Finance
GCR	GST/HST rebate or refund	Finance
PI	HOOPP Contributions (Employee Deductions)	Finance
GCR/PI	Income Tax/T4 Forms	Finance
GCR	Journal Entries - Incl. Annual Adjusting	Finance
GCR	MOHLTC Annual/Quarterly Financial Reporting	Finance
GCR/PHI	OHIP Records	Finance
GCR	Operating Budget	Finance
PI/PHI	Patient Care Financial Records	Finance
PI	Pay Period Processing	Finance
PI	Payroll Journal Sheets	Finance
GCR	Petty Cash	Finance
GCR	Procurement Records	Finance
GCR	Purchasing of Goods & Services	Finance
GCR	Safekeeping Envelopes/Security Register	Finance
GCR	Sales Tax and HST	Finance
GCR	Taxation	Finance
GCR/PI	UIC Records	Finance
GCR/PI	Union Dues Deduction Sheets	Finance
GCR/PI	WCB Invoices	Finance

GCR	Year End Audit files and account analysis	Finance
GCR	Year End Audit Working File	Finance
PI	Attendance and Scheduling	Human Resources
GCR	Biological and Chemical Agents	Human Resources
PI	Canada Pension Plan (CPP) Contributions	Human Resources
PI	Designated Substance Exposure Records	Human Resources
GCR/PI	Employee Benefit Plans	Human Resources
PI	Employee Competition & Recruitment	Human Resources
PI	Employee Files (of terminated employees)	Human Resources
PI	Employee Finance Records	Human Resources
PI	Employee History Data	Human Resources
	Employee Information	Human Resources
PI	Employee Medical Data	Human Resources
PI	Employee Pension	Human Resources
GCR/PI	Employment Agreements	Human Resources
GCR	Employment Equity	Human Resources
PI	Employment Insurance	Human Resources
PI	Hiring and Interview Notes	Human Resources
GCR	Human Resources Administration	Human Resources
GCR	Immunization Program	Human Resources
GCR	Job Classifications	Human Resources
GCR/PI	Occupational Health & Safety	Human Resources
PI	Ontario Human Rights Code Complaints	Human Resources
GCR	Pay Equity	Human

		Resources
PI	Police Reference Check Program Records	Human Resources
PI	Registered Pension Plan	Human Resources
PI	Volunteers	Human Resources
PI	Workers' Compensation and Disability Management	Human Resources
PI	Workplace Accident/Incident Investigation Records	Human Resources
GCR	Computer Application Implementation & Management	Information Technology & Information Management
GCR	Computer Applications	Information Technology & Information Management
GCR	Computer Hardware	Information Technology & Information Management
GCR	Computer Networks	Information Technology & Information Management
GCR	Computer Software	Information Technology & Information Management
GCR	Computer/Device Access Controls and Security	Information Technology & Information Management
GCR/PI/PHI	Daily Back-up Tapes	Information Technology & Information Management
PHI	Destruction of Health Records - Certificate of Destruction - Destruction Log	Information Technology & Information Management
GCR/PI	FIPPA Requests and Complaints under the Freedom of Information and Protection of Privacy Act (FIPPA)	Information Technology & Information

		Management
PHI	Requests and Complaints under the Personal Health Information Protection Act (PHIPA)	Information Technology & Information Management
GCR	Software Licenses	Information Technology & Information Management
GCR	Telecommunications and Electronic Services	Information Technology & Information Management
PHI	Video Surveillance Recordings	Information Technology & Information Management
GCR	Research	Research
GCR	Building Technical Standards & Safety	Support Services
GCR	Construction and Renovation	Support Services
GCR	Elevator Logs	Support Services
GCR	Facilities Management	Support Services
GCR	Operational Equipment and Furnishings	Support Services
GCR/PI	Security Programs & Services	Support Services
GCR	Site Development and Planning Studies	Support Services
GCR	Site Plan Applications	Support Services
GCR	Workplace Space Planning and Moves	Support Services