

**Freedom of Information – DIRECTORY OF RECORDS**

CATEGORY	DESCRIPTION
Administration – Board Governance	Records related to the administrative management of the executive offices and to the management, organization, structuring or operations and direction of the hospital as a corporate entity. Records include by-laws, articles of incorporation and minutes.
Building & Property Management/Equipment & Supplies	Records related to managing and construction, development, operation and maintenance of all hospital owned buildings, property and equipment. Records related to the management of the hospital’s movable property and supplies.
Clinical Programs	Records relating to management and delivery of health care services and resources provided by the hospital to patients and to the broader community.
Clinical Support Services	Records relating to management and delivery of clinical support services including laboratories, diagnostic imaging and pharmacy.
Communications	Records related to providing general information about the hospital, responding to media and communicating corporate information to all stakeholder groups. Also includes records related to maintaining and enhancing the hospital’s reputation, developing internal and external relations and disseminating information.
Finance & Payroll	Records relating to financial management functions, including accounting transactions, reconciliations, forecasting, budgeting, payroll, financial reporting, guidelines, standards and accompanying information.
Human Resources/Occupational Health, Safety & Wellness	Records related to the administration of personnel, their recruitment, continuing education, compensation and retention. Also includes records pertaining to labour relations and the occupational health, safety and wellness program.
Information Management	Records related to the hospital’s information practices and procedures including collecting, organizing, processing, storing, retrieving and transmitting information used to support corporate or clinical applications.
Privacy	Records related to the hospital’s information practices and procedures to protect personal health information in its custody or control.
Procurement	Records relating to the hospital’s procurement processes. Records may include documents relating to procurement development, vendor evaluations and contract management.
Risk Management	Records related to the identification and management of risk factors inherent in a health care organization.