

Corporate Records Directory as of January 1, 2012

Subject	Corporate Records
Title	Agreements/Contracts/Leases
Type	General Class of Records
Description	Records pertaining to the agreements, contracts, and leases related to Sunnybrook Hospital
Custody	Responsible V.P.

Subject	Corporate Records
Title	Hospital Annual Report
Type	General Class of Records
Description	Records pertaining to the annual report of Sunnybrook Hospital
Custody	President & CEO, VP for Communications

Subject	Corporate Records
Title	Documents of Incorporation
Type	General Class of Records
Description	Records pertaining to the incorporation of Sunnybrook Hospital
Custody	President & CEO

Subject	Corporate Records
Title	Register of Directors
Type	General Class of Records
Description	Records listing the directors at Sunnybrook Hospital
Custody	President & CEO

Subject	Corporate Records
Title	Register of Members
Type	General Class of Records
Description	Records listing the members of Sunnybrook Hospital
Custody	President & CEO

Subject	Corporate Records
Title	Notices under the Corporations Information Act
Type	General Class of Records
Description	Records pertaining to the notices given to Sunnybrook Hospital under the Corporations Information Act
Custody	President & CEO

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Subject	Corporate Records
Title	Policies and Procedures
Type	General Class of Records
Description	Records pertaining to the various departmental policies and procedures put in place at Sunnybrook Hospital
Custody	Various Departments – Depending on nature of policy

Subject	Corporate Records
Title	Administrative By-Laws
Type	General Class of Records
Description	Records pertaining to the by-laws followed by the administration of Sunnybrook Hospital
Custody	President & CEO

Subject	Corporate Records
Title	Medical Staff By-Laws
Type	General Class of Records
Description	Records pertaining to the by-laws followed by the medical staff at Sunnybrook Hospital
Custody	VP of Education and Medical Affairs

Subject	Corporate Records
Title	Corporate Correspondence
Type	General Class of Records
Description	Records pertaining to the correspondence of the corporate aspect of Sunnybrook Hospital
Custody	Various Senior Management Leaders

Subject	Corporate Records
Title	Insurance Policies
Type	General Class of Records
Description	Records pertaining to the insurance policies put in place by the insurance companies for Sunnybrook Hospital
Custody	CFO and Legal Department

Subject	Corporate Records
Title	Board of Directors – Meeting Minutes
Type	General Class of Records
Description	Meeting minutes of the board of directors at Sunnybrook Hospital
Custody	Corporate Secretary for the Board of Directors

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Subject	Corporate Records
Title	Committees of the Board (including the M.A.C. and its sub-committees)
Type	General Class of Records
Description	Records pertaining to the committees of the Board of Directors for Sunnybrook Hospital
Custody	Corporate Secretary for the Board of Directors

Subject	Corporate Records
Title	Standing Board Committees
Type	General Class of Records
Description	Records pertaining to the various Standing Board Committees at Sunnybrook Hospital
Custody	Senior Management Lead & Corporate Secretary for the Board of Directors

Subject	Corporate Records
Title	Meeting Minutes of Committees Relating to the improvement of the quality of health care and directly related programs or services
Type	General Class of Records
Description	Records pertaining to the committees working on improving the quality of health care at Sunnybrook Hospital.
Custody	Various Clinical Areas

Subject	Corporate Records
Title	Meetings of Senior Management
Type	General Class of Records
Description	Records pertaining to the contents discussed in the meeting between the senior management at Sunnybrook Hospital
Custody	Secretary of the Meeting

Subject	Corporate Records
Title	Other Committees
Type	General Class of Records
Description	Records pertaining to the various committees at Sunnybrook Hospital
Custody	Chair of the applicable committee

Subject	Corporate Records
Title	Staff Meetings
Type	General Class of Records
Description	Records pertaining to the contents discussed in various staff meetings at Sunnybrook Hospital
Custody	Secretary of the Meeting

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Subject	Corporate Records
Title	Members' Meetings
Type	General Class of Records
Description	Records pertaining to the contents discussed in various members' meetings at Sunnybrook Hospital
Custody	Corporate Secretary to the Board of Directors

Subject	Corporate Records
Title	Potential and Actual Legal Proceedings
Type	General Class of Records
Description	Records pertaining to both the potential and actual legal proceedings Sunnybrook Hospital is involved.
Custody	Risk Management/Legal Services

Subject	Corporate Records
Title	Annual Financial Statements
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's annual financial statements
Custody	Finance Department

Subject	Corporate Records
Title	Operating Budget
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's budget process, procedures, expenditures etc.
Custody	Finance Department

Subject	Corporate Records
Title	Special Contracts or Agreements
Type	General Class of Records
Description	Records pertaining to the contracts and agreements put in place in order to understand the general ledger entries at Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	General Journal
Type	General Class of Records
Description	Records pertaining to the information held within the general journals at Sunnybrook Hospital
Custody	Finance Department

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Subject	Corporate Records
Title	General Ledger
Type	General Class of Records
Description	Records pertaining to the information held within the general ledger at Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	Source Documents
Type	General Class of Records
Description	Documents that record a financial transaction.
Custody	Finance Department

Subject	Corporate Records
Title	Books of Account and Accounting Records
Type	General Class of Records
Description	Records pertaining to all financial and other transactions including general ledger or other books of financial entry
Custody	Finance Department

Subject	Corporate Records
Title	Taxation Records
Type	General Class of Records
Description	Records pertaining to federal, provincial and other taxation matters of the hospital.
Custody	Finance Department

Subject	Corporate Records
Title	Retail Sales Tax Records
Type	General Class of Records
Description	Records pertaining to the retail sales tax paid by Sunnybrook Hospital
Custody	Finance

Subject	Corporate Records
Title	OHIP Records
Type	General Class of Records
Description	Records pertaining to OHIP information contained at Sunnybrook Hospital
Custody	Finance Department

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Subject	Corporate Records
Title	Other Financial Records relating to Patient Care
Type	General Class of Records
Description	Records pertaining to the other financial information related to patient care at Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	Expense Records and Claims
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's expenses and claims
Custody	Finance Department

Subject	Corporate Records
Title	Cash Receipts
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's cash receipts
Custody	Finance Department

Subject	Corporate Records
Title	Customer Invoices
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's customer invoices
Custody	Finance Department

Subject	Corporate Records
Title	Other Billing Invoices
Type	General Class of Records
Description	Records pertaining to the other billing invoices at Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	Bank Reconciliation Statements
Type	General Class of Records
Description	Records pertaining to the bank reconciliation statements of Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	Bank Deposit Slips/Books
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's bank deposit slips/books
Custody	Finance Department

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Subject	Corporate Records
Title	Patient Valuables, Envelopes/Security Register
Type	General Class of Records/Personal Information Bank
Description	Records pertaining to the valuables of patients and the envelopes/security register at Sunnybrook Hospital
Custody	Security

Subject	Corporate Records
Title	Accounts Receivable Revenue Reports and Worksheets
Type	General Class of Records
Description	Records pertaining to Sunnybrook Hospital's accounts receivable revenue reports and worksheets
Custody	Finance Department

Subject	Corporate Records
Title	Aging Analysis
Type	General Class of Records
Description	Records related to collection of outstanding accounts
Custody	Finance Department

Subject	Corporate Records
Title	Profit and Loss Reports
Type	General Class of Records
Description	Records pertaining to the profit and loss margins experienced by Sunnybrook Hospital
Custody	Finance Department

Subject	Corporate Records
Title	Budget and Bad Debit Analysis
Type	General Class of Records
Description	Records pertaining to debt owed
Custody	Finance Department

Subject	Corporate Records
Title	Procurement Records
Type	General Class of Records
Description	Records related to the procurement of goods and services
Custody	Internal Sourcing/Supply Chain Management

Subject	Payroll/Human Resources Records
Title	Canada Pension Plan Contributions
Type	General Class of Records
Description	Records pertaining to the contributions made by the employees of Sunnybrook Hospital to the Canada Pension Plan
Custody	Payroll Department

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Subject	Payroll/Human Resources Records
Title	Employees' Earning Record
Type	General Class of Records
Description	Records pertaining to the earnings of Sunnybrook Hospital's employees
Custody	Payroll Department

Subject	Payroll/Human Resources Records
Title	General Employment Records
Type	General Class of Records
Description	Records pertaining to general employment at Sunnybrook Hospital
Custody	Human Resources

Subject	Payroll/Human Resources Records
Title	Job Classifications/Job Descriptions
Type	General Class of Records
Description	Records pertaining to the classification and duties of various positions within Sunnybrook.
Custody	Human Resources

Subject	Payroll/Human Resources Records
Title	Labour Relations Records
Type	General Class of Records
Description	Records pertaining to the relations and negotiations with various unions represented at Sunnybrook
Custody	Director of Labour Relations

Subject	Payroll/Human Resources Records
Title	Human Resource Records that are Financial Records
Type	General Class of Records
Description	Records pertaining to the financial information within Sunnybrook Hospital's Human Resource department
Custody	Human Resources/Payroll

Subject	Payroll/Human Resources Records
Title	Occupational Health and Safety Records
Type	General Class of Records
Description	Records pertaining to occupational health and safety. This includes including workplace safety and insurance records. Insurance records include designated substance exposure records and employer's report of injury.
Custody	Occupation Health and Safety

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Subject	Payroll/Human Recourses Records
Title	Notice of Accidents
Type	General Class of Records
Description	Records pertaining to employee accidents
Custody	Occupation Health and Safety

Subject	Payroll/Human Recourses Records
Title	Employee Health Tax Records/Billing Forms
Type	General Class of Records
Description	Records relating to the EHT contributions
Custody	Payroll

Subject	Payroll/Human Recourses Records
Title	Minutes of Joint Health and Safety Committee
Type	General Class of Records
Description	Committee meeting minutes
Custody	Payroll

Subject	Payroll/Human Recourses Records
Title	Material Safety Data Sheet
Type	General Class of Records
Description	Records pertaining to material safety data at Sunnybrook Hospital
Custody	Occupational Health & Safety

Subject	Payroll/Human Recourses Records
Title	Credentials/Medical Staff Files
Type	General Class of Records
Description	Records pertaining to the information of medical staff at Sunnybrook Hospital
Custody	Senior Vice President, Medical Professional Practice

Subject	Payroll/Human Recourses Records
Title	Medial Fellows, Residents, Clerks, Observers
Type	General Class of Records
Description	Records pertaining to the information of the medical fellows, residents, clerks, and observers at Sunnybrook Hospital
Custody	Senior Vice President, Medical Professional Practice

Subject	Payroll/Human Recourses Records
Title	Non-Medical Students (clinical and non-clinical)
Type	General Class of Records
Description	Records pertaining to the information of non-medical students at Sunnybrook Hospital
Custody	Various Departments

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Subject	Quality and Risk Management Records
Title	Patient/Visitor Incident Report
Type	General Class of Records
Description	Records pertaining to patient and visitor incidents that have taken place at Sunnybrook Hospital
Custody	Risk Management Quality & Patient Safety

Subject	Quality and Risk Management Records
Title	Patient Concerns
Type	General Class of Records
Description	Reports pertaining to the concerns of the patients at Sunnybrook Hospital
Custody	Patient Relations Office

Subject	Quality and Risk Management Records
Title	Disaster Plans
Type	General Class of Records
Description	Records relating to procedures in response of a disaster
Custody	Quality & Patient Safety Director

Subject	Quality and Risk Management Records
Title	Security Department Documentation – including video surveillance
Type	General Class of Records
Description	Records pertaining to the information within the Security Department at Sunnybrook Hospital
Custody	Security Department

Subject	Quality and Risk Management Records
Title	Quality and Patient Care Records
Type	General Class of Records
Description	Records pertaining to Sunnybrook's measurement of performance in quality of patient care and patient safety.
Custody	Quality & Patient Safety Director

Subject	Infection and Prevention Control
Title	Infection and Prevention Control Records
Type	General Class of Records
Description	Records pertaining to Sunnybrook's program to eliminate the risk of infection to patients, staff and visitors.
Custody	Quality & Patient Safety Director

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Subject	Research Records
Title	Research Data
Type	General Class of Records
Description	Records pertaining to the data collected by the Research Department at Sunnybrook Hospital
Custody	Clinical Studies Research Centre

Subject	Research Records
Title	Financial Records
Type	General Class of Records
Description	Records pertaining to the financial information of the Research Department at Sunnybrook Hospital
Custody	Finance

Subject	Research Records
Title	Research Ethics Board Minutes
Type	General Class of Records
Description	Records pertaining to the Ethics Board of the Research Department at Sunnybrook Hospital
Custody	Clinical Studies Research Centre

Subject	Research Records
Title	Grant Proposals
Type	General Class of Records
Description	Records pertaining to the grant proposals received by the Research Department at Sunnybrook Hospital
Custody	Clinical Studies Research Centre

Subject	Patient Care Records and Other Materials
Title	Patient Register
Type	General Class of Records/Personal Information Bank
Description	Records pertaining to the list of inpatients, outpatients, emergency patients, and operating room patients at Sunnybrook Hospital
Custody	Health Records

Subject	Patient Care Records - Imaging
Title	Diagnostic Images
Type	General Class of Records/Personal Information Bank
Description	Records pertaining to the collection of diagnostic images, at Sunnybrook Hospital
Custody	Medical Imaging

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Subject	Patient Care Records - Pharmaceuticals
Title	Controlled Drug Records
Type	General Class of Records/Personal Information Bank
Description	Records pertaining to the use of pharmaceuticals by both inpatients and outpatients at Sunnybrook Hospital
Custody	Pharmacy

Subject	Patient Care Records and Other Materials
Title	Cash Register Receipts – Drug Store
Type	General Class of Records/Personal Information Bank
Description	Records pertaining to the receipts collected by the cash register in the drug store at Sunnybrook Hospital
Custody	Pharmacy

Subject	Corporate Planning
Title	Corporate Planning Records
Type	General Class of Records
Description	Records pertaining to the office space, equipment etc.
Custody	Chief Information Officer

Subject	Capital Planning
Title	Corporate Planning Records
Type	General Class of Records
Description	Records pertaining to the development of buildings, parking etc.
Custody	VP Corporate Strategy and Development

Subject	Capital Planning
Title	Capital Asset Records
Type	General Class of Records
Description	Records pertaining to the Hospital's capital assets such as land, furniture and machinery, equipment and vehicles etc.
Custody	VP Finance

Subject	Information Services
Title	Computer Hardware
Type	General Class of Records
Description	Records pertaining to the use and maintenance of all types of computer equipment used for conducting hospital business.
Custody	Director of Information Technology

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Subject	Telecommunications Services
Title	Computer Hardware
Type	General Class of Records
Description	Records pertaining to the use and maintenance of all types of telecommunications equipment and services used for conducting hospital business.
Custody	Director of Information Services

Subject	Accreditation
Title	Accreditation Records
Type	General Class of Records
Description	Records pertaining to the accreditation of Sunnybrook by Accreditation Canada
Custody	Quality and Patient Safety Director

Subject	Strategy Management
Title	Strategic Planning Records
Type	General Class of Records
Description	Records relating to development of the Hospital's goals and objectives for achieving them in a manner consistent with the Hospital's mission, vision and values.
Custody	Office of Strategy Management Director

Subject	Facilities Management
Title	Facilities Management Records
Type	General Class of Records
Description	Records relating to Plant Operations & Maintenance, Environmental & Linen Services, Patient Transport, Mail & Dispatch Food Services, Security Services, Parking Services
Custody	Various Department Directors

Subject	Communications and Stakeholder Relations
Title	Communications Records
Type	General Class of Records
Description	Records relating to the promotion and recognition of Sunnybrook through various forms of communication with local, provincial, national, and international news media.
Custody	VP of Communications and Stakeholder Relations

Subject	Legal Matters
Title	Legal Records
Type	General Class of Records
Description	Records relating to the legal matters that affect Sunnybrook's interests.
Custody	Director of Legal Services