

Records Inventory Worksheet

Department: **Diagnostic Imaging**

Date Completed: **December 20, 2011**

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

Completed by: **R. McKinley**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing Schedules	8 week blocks of schedules for staff including assignments	Manager's Office	Paper	7 years	Final and signed	Manager
Corporate Quality Reviews	Risk Management investigations including QCIPA meetings.	Risk Manager's Office once completed.	Paper	Permanent	Complete	Manager & Risk Manager
Department Quality Reviews	Departmental reviews of quality concerns and follow-up actions taken.	Manager's Office	Paper	5 years	Ongoing	Manager
Healing Arts Radiation Protection Act (HARP) Act	Documentation regarding HARP Act compliance.	Manager's Office	Paper	7 years	Ongoing	Manager and Radiation Protection Officer
Canadian Nuclear Safety Commission (CNSC)	Documentation received regarding CNSC inspections and Compliance Reports	Manager's Office	Paper	7 years	Ongoing	Manager and Radiation Safety Officer
Equipment Maintenance Records	Documentation regarding equipment service contracts and maintenance completed.	Manager's Office	Paper	7 years	Ongoing	Manager