

Records Inventory Worksheet

Department: **Mental Health**

Date Completed: **December 21, 2011**

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

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Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing Schedules	8 week blocks of schedules for the staff in the clinical and clerical areas	Schedulers' office	Paper	7 years	Final and Signed	Manager and Schedulers; others (Directors, HR) who need the information for investigation of issues.
Patient Assignment Records	Daily assignment sheets	Schedulers' office	Paper	7 years	Final	Manager and Schedulers; others (Directors, HR) who need the information for investigation of issues.
Department Quality Reviews	Departmental reviews of quality concerns and follow-up actions.	Manager's office	Paper	5 years	Ongoing	Manager
Corporate Quality Reviews	Risk Management investigations including QCIPA meetings.	Risk Manager's Office once completed	Paper	Indefinite	Complete	Manager and Risk Manager
Patient Complaints	Manager's notes regarding patient complaints.	Patient Representative's Office once completed.	Paper & Electronic	Indefinite	Complete	Manger and Patient Representative