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## **Deep River and District Hospital Directory of Records**

The Directory of Records is intended to help FOI requesters understand the types of records within the hospital's custody or control, and how the hospital retains these records.

The Head must provide the Minister of Government Services with certain information about records held at the hospital and must update this information on an annual basis. The Deep River and District Hospital will post this Directory of Records on our website as well email to the Information, Privacy and Archives Division at the Ministry of Government Services.

(email: Web.FOI.MGS@ontario.ca)

The following lists general classes or types of records held by the DRDH.

- **Administrative and Governance**  
Includes records related to the operations and management of the Hospital. General Records include policies and procedures, information on departments and programs.
- **Board of Directors**  
Records relating to management of the Board of Directors. General records include meeting minutes and agendas.
- **Finance**  
Records providing financial and administrative support for the Hospital. Records include accounting transactions, accounts payable, accounts receivable, reconciliations and financial reporting.
- **Human Resources**  
Includes records relating to employees. Records include employment contracts, collective agreements, job descriptions and salary ranges.
- **Meeting Minutes and Agendas**  
Records related to meetings of various groups that support Hospital operations, services and programs.
- **Information Services**  
Includes records related to the use of Information Technology in support of hospital operations.
- **Occupational Health and Safety**  
Records relating to occupational health and safety. Including statistical, policies and procedures.
- **Patient Care Records**  
Records relating to medical care. Records may include Radiology, laboratory and acute medical care records.
- **Facility Planning and Support**  
Records relating to the planning and construction of renovations at the Hospital. Records include procurement process, awards and contracts.
- **Communication**  
Records related to the public and media relations.

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Our Commitment

Every Client's Health Care Experience Will Be Exceptional