



Personal Information Banks

Note: Requires post-merger updates.

| Function | PIB Name | Location | Legal Authority | Information Included | Individuals in Bank | Retention |
|---|---|----------------------|---|--|---|--|
| Administration/ Corporate Records | PRIVACY & ACCESS CASE FILES | Midtown/ Chicopee | Personal Health Information and Privacy Protection Act | Breach Investigations, Lock Box Investigations, GAP Assessments – name, MRN, staff names | Staff, Individuals, Clinical Staff, Physicians | 10 years |
| Administration/ Corporate Records | PRIVACY AUDITS REQUESTS UNDER THE PERSONAL HEALTH INFORMATION AND | Midtown/ Chicopee | Personal Health Information and Privacy Protection Act | Name, MRN, employee number | Patients, Employees | 11 years |
| Administration/ Corporate Records | PROTECTION OF PRIVACY ACT (PHIPA) | Midtown/ Chicopee | Personal Health Information Protection Privacy Act, 2004, S.O. 2004, c. 3, Sched. A. | Name, address, telephone numbers, e-mail address, MRN, requests, consent to disclose | Patients Research Ethics Board (REB) | 33 years 2 years, or until conclusion of any ongoing investigation, |
| Administration/ Corporate Records | REQUESTS UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA) | Midtown/ Chicopee | Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F.31 | Name and personal information contained on submitted résumés including personal contact information, employment and educational history and financial information | Members, Scientists, Collaborators, Subjects, Staff, Complainants | inspection, complaint, court proceeding or administrative proceeding 2 years, or until conclusion of any ongoing investigation, inspection, complaint, court proceeding or administrative proceeding |
| Building & Property Management | BARRED INDIVIDUALS RECORDS | Midtown/ Chicopee | Private Security & Investigative Services Act, Reg. 434/07 | Name, address, telephone number, photograph, restrictions, date of birth | Individuals Architects, Inspectors, | court proceeding or administrative proceeding |
| Building & Property Management | CHANGE ORDERS | Midtown/ Chicopee | Corporate Policy | Name, address, telephone number and financial information | Contractors, Engineers | 1 year, providing 2 most recent reports are on file |



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| Building & Property Management | ENGINEERING DRAWINGS & BLUEPRINTS | Midtown/Chicopee | Limitations Act | Architects Name, architects address, architects telephone number, architects fax number, architects association number, architects signature, building trade information, building code inspectors name, building code inspectors phone number, building code inspectors signature, building code inspectors fax number, engineers name, engineers signature, variances granted, GRH number, GRH building name, GRH building location | Architects, Inspectors, Contractors, Engineers | 15 after life of the subject matter 2 years, or until conclusion of any ongoing investigation, inspection, complaint, court proceeding or administrative proceeding |
| Building & Property Management | SECURITY INVESTIGATION NOTEBOOKS | Midtown/Chicopee | Private Security & Investigative Services Act, Reg. 434/07 | MRN, name, date of birth, telephone, location, incident, | Staff, Patients, Individuals, Clinical Staff | |
| Communication | MEDIA TELEPHONE CALL DATABASE | Midtown/Chicopee | FIPPA | Date, time, originating, name, telephone number, organization, e-mail, requested information | Individuals, Patients | 1 year |
| Communication | ONCOLOGY CALL CENTER RECORDS | Midtown/Chicopee | Regulated Health Professionals Act | Name, date of birth, MRN, physician, caller type, telephone number, nature of call, pharmacy name, pharmacy telephone number | Patients | 5 years |
| Communication | PUBLICATIONS PHOTOGRAPHS | Midtown/Chicopee | None | Name, telephone number, release | Staff, Individuals, Patients | 5 years |



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| Communication Financial Management/ Financial Records Financial Management/ Financial Records Financial Management/ Financial Records | TELEPHONE CALL LOGS ACADEMIC/HOSPITAL FUNDED TRUST ACCOUNTS ACCOMMODATION REQUEST FORM ACCOUNTS PAYABLE EMPLOYEE REIMBURSEMENT REQUISITIONS | Midtown/ Chicopee Midtown/ Chicopee Midtown/ Chicopee Midtown/ Chicopee | Freedom of Information and Protection of Privacy Act Income Tax Act Public Hospitals Act Public Hospitals Act, Income Tax Act | Date, time, originating, name, telephone number, organization, e- mail, requested information Name, address, telephone number and financial information. Name, contact information and financial information, including credit card information Name, contact information including address and employee number | Employees, Patients, Students, Physicians, Volunteers, Members of the Public, External Stakeholders Physicians, Educators Patients, Employees Staff or Physicians on payroll | 1 year Current year plus 6 years Current year plus 3 years Current year plus 6 years |
| Financial Management/ Financial Records | ACCOUNTS PAYABLE INVOICES | Midtown /Chicopee | Income Tax Act | Name, contact information including address, social insurance number, financial information, and personal health information | Vendors, Staff, Physicians, Patients, Research Participants | Current year plus 6 years |
| Financial Management/ Financial Records Financial Management/ Financial Records | ACCOUNTS PAYABLE PAYMENT REQUISITIONS ACCOUNTS RECEIVABLE INVOICES | Midtown/ Chicopee Midtown/ Chicopee | Public Hospitals Act, Income Tax Act Public Hospitals Act, Income Tax Act | Name, contact information including address, social insurance number, financial information, and personal health information Name, address, telephone number and financial information | Physicians, Patients, Research Participants, Contractors Patients, Employees | Current year plus 6 years Current year plus 6 years |



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| Financial Management/Records | ALTERNATIVE LEVEL OF CARE CO-PAYMENT FORM | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/Records | ASSISTIVE DEVICE REQUISITION | Midtown/Chicopee | Public Hospitals Act | Name, contact information and financial information, including credit card information | Patients, Employees, Insurance | Current year plus 3 years |
| Financial Management/Records | BILLING BATCHES | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/Records | CASH RECEIPTS | Midtown/Chicopee | Income Tax Act | Name, contact information, financial information, credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/Records | CREDIT CARD REFUND REQUISITIONS | Midtown/Chicopee | Income Tax Act | Name, contact information, financial information, including credit card information | Patients | Current year plus 6 years |
| Financial Management/Records | EXPENSE CLAIMS | Midtown/Chicopee | Public Hospitals Act, Income Tax Act | Name, department, location, credit card information | Employees | Current year plus 6 years |
| Financial Management/Records | INSTALLMENT PLAN AGREEMENTS | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/Records | OCCUPATIONAL/PHYSICAL THERAPY REQUISITION | Midtown/Chicopee | Public Hospitals Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 3 years |



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| Financial Management/ | | | | | | |
| Financial Records | OHIP RECORDS | Midtown/Chicopee | Limitations Act | Name, contact information and financial information, including credit card information | Patients, Employees | 33 years |
| Financial Management/ | PATIENT ACCOUNT/ENCOUNTER | Midtown/Chicopee | Income Tax Act | Name, MRN, contact information and financial information | Patients | Current year plus 6 years |
| Financial Management/ | PATIENT COMFORT TRUST FUNDS | Midtown/Chicopee | Income Tax Act | Name, address, telephone number and financial information. | Patients | Current year plus 6 years |
| Financial Management/ | | | | | | |
| Financial Records | PAYROLL RECORDS | Midtown/Chicopee | Employment Standards Act, Employment Insurance Act, Income Tax Act, Canada Pension Plan, Limitations Act | Name, address, compensation, hours of work, garnishments, Canada Savings Bonds, notice of entitlement, Family Responsibility Office payments, deductions | Employees | Current year plus 6 years |
| Financial Management/ | PETTY CASH VOUCHER | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/ | PHYSICIAN BILLING ACCOUNTS | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Physicians | Current year plus 6 years |
| Financial Management/ | REMITTANCE ADVICE | Midtown/Chicopee | Income Tax Act | Name, contact information and financial information, including credit card information | Patients, Employees | Current year plus 6 years |
| Financial Management/ | | | | | | |
| Financial Records | Payroll | Queens Blvd | TBD | Name, Meditech mnemonic, banking info, address | Staff | 7 years |



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| Financial Management/Financial Records | Physician Billing | Queens Blvd | TBD | Name, address & bank info | Physicians | TBD |
| Financial Management/Financial Records | Accounts Payable | Queens Blvd | TBD | Name, Meditech mnemonic, address, banking info for staff. | Staff | 9 years |
| Financial Management/Financial Records | Accounts Receivable | Queens Blvd | TBD | Name, Address, Age, Gender, MRN, Meditech mnemonic | Patient/Visitor | 8 years |
| Governance | BOARD OF DIRECTORS MEMBERSHIP | Midtown/Chicopee | Corporations Act | Name, contact information | Members of the board | Permanent |
| Governance | CORPORATION RECORDS | Midtown/Chicopee | Corporations Act | Names, addresses, telephone number of Board members | Members of corporation | Permanent |
| Governance | CREDENTIALING INFORMATION | Midtown/Chicopee | Ontario Laboratory Accreditation, College of Physicians and Surgeons, Ontario Nurses Association | Name, license number, current status, expiry date, date of birth | Nurses, Physicians, Allied Health Professionals, Residents, Interns | Permanent |
| Governance | MEETING MINUTES | Midtown/Chicopee | Corporations Act, Limitations Act | Names and other personal information as the situation dictates | Member's of Committees, Staff, Clinical Staff, Physicians, Member's of the Community | 15 years to permanent retention, dependent on enduring interest |
| Healthcare/Health Records | BETTER OUTCOMES REGISTRY & NETWORK (BORN) | Midtown/Chicopee | Ministry of Health and Long Term Care | Demographic information, time of birth, complications, admission and discharge information | Patients | 33 years |
| Healthcare/Health Records | CHRONIC REPORTABLE DISEASES | Midtown/Chicopee | Public Hospitals Act | Name, MRN, type of disease | Patients | 33 years |



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| Healthcare/ Health Records | CLINICAL INSTRUCTORS LIST | Midtown/ Chicopee | Colleges | Name, address, telephone, email, school affiliation, level of study, practicum coordinator | Students, Instructors | 1 year |
| Healthcare/ Health Records | CLINICAL TRIALS & RESEARCH PAPERS | Midtown/ Chicopee | Health Canada Food and Drug Regulations – Amendment (Schedule No. 1024), Clinical Trial Framework s. C.05.012 | Name, address, telephone number, email, and financial information, trial information, author(s), results, company name, company contacts, drug names, funding information | Research Participants, Employees, Companies | 25 years |
| Healthcare/ Health Records | CONTROLLED DRUGS & NARCOTICS LISTS | Midtown/ Chicopee | Controlled Drugs & Substances Act | Pharmacist name, license number Name, OHIP number, MRN, postal code, physicians name, physicians signature, date of birth, gender, weight, height | Pharmacists | 2 years |
| Healthcare/ Health Records | DRUG FUNDING/ELIGIBILITY FORM | Midtown/ Chicopee | Controlled Drugs & Substances Act | Name, gender, date of birth, patient number, current treatment, diagnosis, beliefs, values, goals, prognosis, substitute decision maker, family concerns | Patients, Physicians | 33 years |
| Healthcare/ Health Records | ETHICS AND SPIRITUAL CARE CONSULTATIONS | Midtown/ Chicopee | Religious Freedom Act | Name, MRN, age, gender, date of birth, OHIP number, personal health information such as diagnosis, treatment, consultation notes, diagnostic images, referrals, examinations and external diagnostic results, employment history, educational history, mental health history, genetic information | Patients | 33 years |
| Healthcare/ Health Records | HEALTH RECORD | Midtown/ Chicopee | Public Hospitals Act, Regulated Health Professionals Act | | | |



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| Healthcare/ Health Records | MONITORED DRUGS RECORDS | Midtown/ Chicopee | Controlled Drugs & Substances Act | Prescriber name, prescriber address, prescriber registration number, patient name, patient address, patient date of birth, patient gender, patient identification type and number, drug name, drug strength, drug quantity, duration of use, directions for use, drug identification number, prescription number, date of prescription, date of dispensing, recipients name, recipients address, recipients identification, recipients identification number | Patients, Pharmacists, Public | 2 years Transitory – retained only for the time required for completion of action |
| Healthcare/ Health Records | MULTI-DISCIPLINARY TEAM WHITEBOARDS | Midtown/ Chicopee | Corporate Policy | Patient Name, nurses name, isolation status, discharge date, discharge destination | Patients, Employees | 5 years, or 5 years after the patient's 18th birthday (Mammograms: 10 years, or 10 years after the patient's 18th birthday) |
| Healthcare/ Health Records | PATIENT DIAGNOSTIC IMAGES | Midtown/ Chicopee | Public Hospitals Act, Reg. 965 | Name, MRN, medical images | Patients | |
| Healthcare/ Health Records | PATIENT EDUCATION WORKSHOPS (LIST OF ATTENDANTS) | Midtown/ Chicopee | Regulated Health Care Professionals | Name, age, email, MRN, date of birth | Patients, Employees, Clinicians | 1 year 2 years, or until conclusion of any ongoing investigation, inspection, complaint, court proceeding or administrative proceeding |
| Healthcare/ Health Records | PATIENT VALUABLES REGISTER | Midtown/ Chicopee | Private Security & Investigative Services Act, Reg. 434/07 | Name, MRN, listing of items | Patients | |



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| Healthcare/ Health Records | PHARMACY DISPENSING RECORDS | Midtown/ Chicopee | Drug & Pharmacies Regulation Act | Patient name, drug prescribed, date of prescription, and name of prescriber, dosage, formulation, repeats | Patients, Pharmacists | 2 years |
| Healthcare/ Health Records | QUALITY CASE REVIEWS (QCIPA, Chart Audits) | Midtown/ Chicopee | Quality of Care Information Protection Act | Patient name and contact information, patient health information, care and treatment provided, and adverse events. | Patients, Employees | 33 years |
| Healthcare/ Health Records | SPIRITUAL CARE REGISTER | Midtown/Chicopee | Religious Freedom Act | Religious denomination, name, MRN, location, counseling requests | Patients | 33 years |
| Healthcare/ Health Records | ADMISSION, DISCHARGE, TRANSFER DATABASE | Midtown/ Chicopee | Public Hospitals Act | Name, address, telephone number, MRN, other personal health information | Patients | 33 years |
| Healthcare/ Health Records | SUSPECTED CHILD ABUSE OR NEGLECT RECORDS | Midtown/ Chicopee | Ontario College of Social Workers and Social Services Workers | Name, age, date of birth, gender, service organization, demographic information | Patients, Members of the public | 33 years |
| Healthcare/ Health Records | TISSUE PLASMINOGEN ACTIVATOR ADMINISTRATION RECORDS | Midtown/ Chicopee | Food and Drug Administration | MRN, gender, age, time, quantity given, date | Patients | 33 years |
| Healthcare/ Health Records | Health Records – Release of Information EMERGENCY CODE | Queens Blvd | TBD | Name and contact information of individuals requesting patient records. | Patients | 33 years |
| Hospital Wide Records | STAFF RESPONSIBILITY LIST | Midtown/ Chicopee | Occupations Health and Safety Act | Name, telephone number, distance to hospital, response time | Employees, Physicians | 1 year |
| Hospital Wide Records | EMPLOYEE COMPLAINTS & INVESTIGATIONS (CASE FILES) | Midtown/ Chicopee | Public Hospitals Act, Employment Standards Act | Name, date of birth, sex, employee number, employment information, personal health information, contact information, particulars of the incident | Employees | 4 years or dependant on litigation requirements |



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| Hospital Wide Records | EMPLOYEE SCHEDULING PROGRAM | Midtown/Chicopee | Employment Standards Act | Name, employee number, address, telephone number, emergency contact, accommodations, hours worked, hourly rate | Employees | 4 years |
| Hospital Wide Records | ON CALL LIST & ON CALL SCHEDULES | Midtown/Chicopee | College of Nurses, Ontario Nursing Association, Religious Freedom Act, Public Hospitals Act | Name, telephone number, pager number, cell phone number, email address | Nurses, Physicians, Employees, Patients, Students, Physicians, Volunteers, Members of the Public | 1 year |
| Hospital Wide Records | PHOTO/VIDEO/AUDIO RECORDINGS & CONSENTS | Midtown/Chicopee | Public Hospitals Act | Images, voice recordings, name, email address and telephone number | Members of the Public | 2 years, or various depending on purpose |
| Hospital Wide Records | STAFF PHONE LISTS & EMERGENCY FAN-OUT LISTS | Midtown/Chicopee | Public Hospitals Act | Name, address, home, telephone number, cell phone number, emails, modality, pager, clinical program, company names, fax numbers | Staff, Physicians, Volunteers, Students, Employees, Volunteers, Clinicians, Physicians, Students | 7 years |
| Human Resources Management | ELECTRONIC LEARNING MANAGEMENT SYSTEM | Midtown/Chicopee | Corporate Policy | Name, employee number, required courses | Physicians, Students | Permanent |



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| Human Resources Management | EMPATH: EMPLOYEE INFORMATION MANAGEMENT SYSTEM | Midtown/Chicopee | Employment Standards Act, Employment Insurance Act, Income Tax Act, Canada Pension Plan, Limitations Act, Security & Investigative Services Act | Employee name, employee number, address, telephone number, location, compensation, performance reviews, training, hire date, benefit information, date of birth, emergency contact information, vacation entitlement, licensing, license number, college number, continuing educations credits, pension information, next of kin, Revenue Canada Tax form, beneficiaries, hours of work, years of service, Social Insurance Number, position title, reporting, status history, banking information, accommodations, change notices, spousal information | Employees | 6 years from end of last fiscal period to which they relate |
| Human Resources Management | EMPLOYEE BENEFIT PLANS | Midtown/Chicopee | Public Hospitals Act | Name, date of birth, sex, employment information, contact information, telephone number, addresses of plan members, plan type, financial information, spouses and or dependents and beneficiaries | Employee/Recipients of benefits | 6 years from end of last fiscal period to which they relate |



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| Human Resources Management | HUMAN RESOURCES EMPLOYEE FILE | Midtown/Chicopee | Employment Standards Act | Name, employee number, address, sex, Social Insurance Number, certifications, references, criminal records checks, offer of employment letter, home/emergency contact information, employee number, education information, employment information, performance information, disciplinary information, grievance information, job evaluation, termination records, disciplinary records, change notices | Employees | 4 years from end of contract |
| Human Resources Management | INTERNSHIP CANDIDATE RECORDS/INTERNSHIP RECORDS | Midtown/Chicopee | Public Hospitals Act | Name, address, telephone number, date of birth, work experience, educational experience, letters of reference, performance evaluations | Internship candidates, Hospital interns | 1 years for unsuccessful candidate; 7 years from end of contract for successful candidate. |
| Human Resources Management | MATERIAL SAFETY DATA SHEETS | Midtown/Chicopee | WHMIS | Supplier name, address, telephone number, symbol, chemical name | Suppliers, Vendors | Expiry date + 2 years |
| Human Resources Management | NEW GRADUATE INITIATIVE | Midtown/Chicopee | None | Name, educator, preceptor, scheduled activities and certification process | Employees | 5 years |
| Human Resources Management | OCCUPATIONAL HEALTH & SAFETY EMPLOYEE RECORDS | Midtown/Chicopee | Limitations Act | Name, address, date of birth, illnesses, injuries, vaccinations, mask fit requirements, complaints | Employees, Volunteers, Students | 4 years from end of contract |
| Human Resources Management | PENSION INFORMATION | Midtown/Chicopee | Public Hospitals Act, Pension Benefits Act, Pension Plan | Name, employee number, personal contact information, financial information, beneficiaries | Employee/Recipients of benefits | Permanent |



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| Human Resources Management | PERSONNEL FILE | Midtown/Chicopee | Public Hospitals Act | Name, date of birth, home/emergency contact information, employee number, education information, employment information, performance information, disciplinary information, grievance information, criminal records check | Employee | 4 years from end of contract |
| Human Resources Management | RECRUITMENT INFORMATION | Midtown/Chicopee | Employment Standards Act | Name, address, telephone, cell, e-mail, employment history, educational information, company names, position titles | Members of the public, Employees | 1 year |
| Human Resources Management | SENIORITY LISTINGS | Midtown/Chicopee | Employment Standards Act, Collective Agreements | Name, employee number, years of service | Employees | 7 years |
| Human Resources Management | STUDENT RECRUITMENT FILES | Midtown/Chicopee | Public Hospitals Act | Name, address, telephone number, employment history, educational history and program interests | Students | 1 year |
| Human Resources Management | TUITION ASSISTANCE PROGRAM (TAP) RECORDS | Midtown/Chicopee | Public Hospitals Act | Name, personal contact information, address, educational history | Employees Hospital Volunteers and Members of the public applying to be hospital volunteers | 7 years |
| Human Resources Management | VOLUNTEER APPLICATIONS | Midtown/Chicopee | Public Hospitals Act | Name, address, telephone number, date of birth, availability, educational and employment history, personal health information | Hospital Volunteers and Members of the public applying to be hospital volunteers | 1 year |
| Human Resources Management | VOLUNTEER PERSONNEL RECORDS | Midtown/Chicopee | Public Hospitals Act | Name, address, telephone number, date of birth, employment history, educational history, performance evaluations, disciplinary records | Hospital Volunteers | 7 years from end of services |



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| Human Resources Management | WORKERS COMPENSATION | Midtown/Chicopee | Workplace Safety and Insurance Act | Employee name, Social insurance number, wage information related to WSIB claim, copies of injury report forms, WSIB forms | Employees | 7 years from end of contract |
| Human Resources Management | WSIB/Staff Injury Reports | Queens Blvd | TBD | Name, address & other contact information, personal health information | Staff | 7 years after last day employee worked |
| Human Resources Management | HR Personnel Files | Queens Blvd | TBD | Name, resume information, correspondence, salary information, registration numbers for regulatory colleges | Staff | 7 years after last day employee worked |
| Human Resources Management | Attendance Management | Queens Blvd | TBD | Name, absence history | Staff | 7 years after last day employee worked |
| Human Resources Management | Recruitment | Queens Blvd | TBD | Name, address, other details from resumes of applicants | Applicants | 7 years after last day employee worked |
| Human Resources Management | Student Placement Log | Queens Blvd | TBD | Name, email address, mailing address, school | Students | 7 years after last day employee worked |
| Human Resources Management | Education/Training Logs | Queens Blvd | TBD | Name, education records, tests | Staff | 7 years after last day employee worked |
| Human Resources Management | Name change Log | Queens Blvd | TBD | Name – previous & new name | Staff | 7 years after last day employee worked |
| Information Management | EMPLOYMENT CONTRACTS & WORK TERM AGREEMENTS | Midtown/Chicopee | Public Hospitals Act, Employment Standards Act | Name, personal contact information, address, financial information | Employees, Students | 4 years from end of contract |
| Information Management | IT HELP DESK REQUESTS | Midtown/Chicopee | Corporate Policy | Name, telephone number, email, location, nature of issue or request | Employees | 10 years |
| Information Management | PARKING INFRACTION NOTICES | Midtown/Chicopee | Private Security & Investigative Services Act | License plate numbers, date, time, location, infraction, make, model | Automobiles | 2 years |



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| Information Management | PARKING RECORDS | Midtown/Chicopee | Private Security & Investigative Services Act | Name, employee number, address, telephone number, location, extension, parking location | Staff, students, public, volunteers | 2 years |
| Information Management | SOFTWARE LICENSES | Midtown/Chicopee | Limitations Act | Software name, number of licenses, vendor name, address, contact name, telephone number, renewal date | Vendors, Suppliers | End of contract plus 5 years |
| Information Management | SYSTEM ACCESSES | Midtown/Chicopee | Corporate Policy | Name, employee number, telephone number, location, email, software access requirements, hardware requirements, approving manager, start date | Employees | 7 years |
| Purchasing | MASTER CHANGE RECORDS | Midtown/Chicopee | Corporate Policy | Vendor name, address, telephone number, pricing information, product information | Vendors, Suppliers | 5 years |
| Purchasing | MEDBUY PRODUCT LISTING (WITH SUPPLIER NAMES) | Midtown/Chicopee | Limitations Act | Product name, contract number, vendor name, product code, generic name, brand name, manufacturer, manufacture part number, formulation, price per package, price per unit, warehouse, rebate | Vendor, Manufacture | 2 years |
| Purchasing | VENDOR CONTRACTS | Midtown/Chicopee | Income Tax Act | Company name, address, telephone, fax number, contact person, email, financial information, references, length of contract, payment schedule, | Companies, Individuals | Permanent |
| Quality Management | OCCI Case Costing | Queens Blvd | TBD | Name, Address, Age, Gender, MRN, Meditech mnemonic | Patients, Visitors, Staff | TBD |
| Risk Management | PATIENT COMPLAINTS & COMPLIMENTS | Midtown/Chicopee | Public Hospitals Act, Excellent Care for All Act | Name, address, telephone number, date of birth and personal health information | Staff, Patients, Visitors, General Public | Permanent |



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| Risk Management | QUALITY & PATIENT SAFETY REVIEWS | Midtown/Chicopee | Quality of Care Information Protection Act | Patient name and contact information, patient health information, care and treatment provided, and adverse events. | Patients | Permanent |
| Risk Management | RISKPRO (PATIENT SAFETY EVENT REPORTING) | Midtown/Chicopee | Limitations Act | Name, address, telephone, incident, investigative documentation, resolution | Individuals, Patients, Staff, Contractors | Permanent |
| Risk Management | SENTINEL EVENTS LOGS | Midtown/Chicopee | Public Hospitals Act | Name, address, MRN, diagnosis, gender, telephone number, nature of incident, resolution, recommendations | Patients, Clinical Staff, Individuals | Permanent |
| Risk Management | Patient/Visitor Incident Reports | Queens Blvd | TBD | Name, Address, Age, Gender, MRN, Meditech mnemonic | Patients, Visitors, Staff | TBD |
| Risk Management | Disaster Fan Out List | Queens Blvd | TBD | Name & phone number | Staff | TBD |