
**DIAGNOSTIC SERVICES OF MANITOBA INC.
BOARD OF DIRECTORS POLICY**

Policy Name:	Records Management	Number: EL- 11
Policy Type:	Executive Limitations	Date Approved: June 11, 2008 Supercedes: Nov. 13, 2003 Date Amended: March 10, 2010

The CEO shall not:

1. Allow the DSM to operate without a records management program which meets generally accepted records management principles and includes the following:
 - general records
 - fiscal records
 - client records
 - personnel records
2. Fail to meet legislated requirements for record retention, confidentiality, freedom of information, and protection of privacy.
3. Fail to maintain an adequate historical record of DSM activities to meet statutory requirements.
4. Fail to comply with recommended standards for employee records or to provide complete documentation of personnel matters.
5. Fail to provide confidentiality of personnel records.
6. Fail to comply with confidentiality requirements with respect to client records.
7. Fail to provide procedures to ensure prompt completion of client records in accordance with guidelines and legislation.
8. Fail to provide for appropriate documentation of approvals and changes related to administration of compensation and benefits.
9. Fail to provide for efficient retrieval and storage systems for records.
10. Fail to provide guidelines re: access of appropriate records by Board members.

11. Fail to ensure that corporate documents are properly identified and dated.
12. Implement information systems that are incompatible with provincial standards or are non-compliant with legislative requirements.
13. Permit client-related system development which unnecessarily duplicates collection of client-related information.