



**ST. ANNE CENTRE**  
*Working Together Toward Excellence in Health and Wellness*

**BOARD OF DIRECTORS MANUAL**

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| <b>NUMBER: 025</b>  |
| <b>SECTION: BRD</b> |

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| <b>SUBJECT: : ST. ANNE CENTRE HISTORICAL RECORDS</b> |  |
| <b>MOTION #: 03-02-14</b>                            | <b>DATE OF MOTION: February 17, 2014</b> |
| <b>CHAIRPERSON:</b> <i>Margaret Quilley</i>          | <b>DATE SIGNED:</b> <i>March 3, 2014</i> |
| <b>DATE EFFECTIVE: February 20, 2012</b>             | <b>DATE REVISED: February 17, 2014</b>   |
| <b>DATE REVIEWED:</b> <i>Feb 17, 2014</i>            |  |

**PURPOSE**

St. Anne Centre holds a number of records and documents related to the establishment of health services on Isle Madame and Louisdale. These records are invaluable in that they chronicle the commitment, dedication and hard work of those who pioneered the provision of health care to our surrounding communities.

**POLICY**

This policy outlines the process of retaining historical records pertaining to St. Anne Centre.

**PROCEDURE/GUIDELINES/PROTOCOLS/**

All historical health service records related to, and including the following, are to be maintained in perpetuity:

- the Red Cross Hospital (1946)
- St. Anne Hospital Filles de Jésus and the Province of Nova Scotia(1957)
- St. Anne Community and Nursing Care Centre under St Anne Centre Society (1985).

St. Anne Centre Historical Records are to be maintained in a separate Board of Directors file for long term storage.

Access to St. Anne Centre Historical Records is restricted to the Board of Directors and the Administrator

**REFERENCES**

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