



## ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

### BOARD OF DIRECTORS MANUAL

NUMBER: 025

SECTION: BRD

#### SUBJECT: ST. ANNE CENTRE HISTORICAL RECORDS

MOTION #: 07-07-2017

DATE OF MOTION: July 17, 2017

CHAIRPERSON: E. H. Sauson

DATE SIGNED: Oct. 5/17

DATE EFFECTIVE: February 20, 2012

DATE REVISED: July 17, 2017

DATE REVIEWED: February 17, 2014; June 2017

#### 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

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 Jesus 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 CEO

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