

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #2
LOPEZ ISLAND HOSPITAL DISTRICT**

Exhibit A

PAPER DOCUMENTS FILING LISTING

Folders on top of Filing Cabinet

- Signatures
- Invoices
- Board Meetings
- Commissioner Files (5)
- Superintendent
- Budget
- CHNA examples and support
- North Sound ACH

Folders on Credenza #1

- Agendas
- Minutes
- Resolutions
- Policies
- PEBB
- Bylaws
- CWMA
- GO Bond
- Islanders LOC
- SJC Loan
- Binder with Business Admin items
DOR, Employment Security, Federal, L&

Folders on Credenza #2

- BARS listing
- SJC Vouchers
- SJC Financial Reports
- State Auditor
- Legislative Items
- Binder with Monthly SJC Financial Reports by
year

Folders on Credenza #3

- CloudIslands
- IT
- Ledger
- MasterCard
- Ooma
- Payroll
- RockIsland
- LIFR
- LIFRC
- LIPT CSA
- LIPT Reports
- UW CSA
- UW Finance
- UW Quality
- Binder with Calendars
 - County & LIHD

ELECTRONIC RECORDS

Electronic File Naming Convention

For official items that require Resolution:

SJCPHD#2_Name_2018_Month_detail

Examples:

SJCPHD#2_Resolution_2018_07 PEBB
SJCPHD#2_AP Claim Form _2018_May2
SJCPHD#2_Conflict of Interest Log_2018

Monthly Board materials:

LIHD_Name_2018_Month_detail

Examples:

LIHD_RegAgenda_2018_April26_Final
LIHD_Minutes_2018_March 22_Final
LIHD_MoFinancial_2018_March

Other items:

Name_2018_Month_detail

Examples:

Supt Report_ 2018 April_Final
UWPNActionList_2018_May22

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #2
LOPEZ ISLAND HOSPITAL DISTRICT
Exhibit B

**ELECTRONIC RECORDS AND EMAIL FOLDER
STRUCTURE**

Online Folders

Administration
AWAPHD
Board Packets
Budget & Finance
Bylaws & Amendments
Commissioners
Communication Committee
CHIC
Community Health Survey
CWMA
EMS
Federal Tax
Finance Committee
Insurance Policy Info
Islanders Bank
Kaiser
Legislation
LI Mental Health Committee
LI Health Care Collaborative
LIPT
Mental Health & Substance Abuse Resources
Minutes
North Sound ACH
Personnel
Policies
Proposals
Public Records Requests
Records Management
Resolutions
Samples
SAO
Scanned Documents
SJC Dept of Health and Community Services
SJC Community Network Group
SJC Information
SJCPHD#1
Social Media
Templates
UW Clinic
UWPN
Vendor Contracts
Vouchers