

RECORD RETENTION POLICY

GENERAL

1. The purpose of this policy is to set out guidelines for the retention, storage and disposal of various NSUPE records. It applies to both original documents and reproductions.
2. This policy applies to all NSUPE staff, Executive Council members, Local Executive members, Union Advocates, committee members, and Business Agent/Lawyers and any other independent contractors with whom NSUPE has agreements.
3. "NSUPE records" includes any document held on paper or electronically, including those on individual computers, databases, networks, portable, or back-up storage devices.
4. Any questions regarding NSUPE records not specifically referred to in this policy should be referred to Executive Council.

SPECIFIC RECORDS

5. Records will be kept as follows:

Record	Record format	Responsible for retention	Retention location	Minimum Retention period
All financial documents, including bookkeeping ledgers, dues checkoff lists, invoices, cheques, deposit records, expense claims, bank statements, reconciliations, inventory records, and supporting documentation	Originals whenever possible	NSUPE Treasurer	NSUPE Office	Eight years
Year end financial statements and Accountant audit or review	Originals whenever possible	NSUPE Treasurer	NSUPE Office	Twenty years
Payroll records, including required reports to Canada Revenue Agency	Originals whenever possible	NSUPE Treasurer	NSUPE Office	Eight years
Contracts for rent, insurance or services, and any correspondence supporting such contracts	Originals whenever possible	NSUPE Treasurer	NSUPE Office	Six years following expiry
Correspondence with insurance or service providers	Electronic or paper	NSUPE Treasurer	NSUPE Office	Six years

Convention Minutes	Electronic or paper	NSUPE Secretary	NSUPE Office	Permanently
Executive Council Meeting Minutes	Electronic or paper	NSUPE Secretary	NSUPE Office	Permanently
Executive Council Bulletins or Notices to members	Electronic or paper	NSUPE Secretary	NSUPE Office	Three years
Local Executive and Membership Meeting Minutes	Electronic or paper	Local Secretary	NSUPE Office	Ten years
Local bulletins or notices to members	Electronic or paper	Local Secretary	NSUPE Office	Three years
Local Financial Records (if any)	Originals whenever possible	Local Treasurer	NSUPE Office	Eight years
Active Grievance and Arbitration files	Electronic or paper	Business Agent/Lawyers	Business Agent/Lawyers office	Until resolved, then turned over to NSUPE Office
Closed Grievance and Arbitration files	Electronic or paper	Office staff	NSUPE Office	Two years following resolution
Arbitration decisions	Electronic or paper	Office staff	NSUPE Office	Permanently
Collective Bargaining records	Electronic or paper	Business Agent/Lawyers & Bargaining Team members	Business Agent/Lawyers office or NSUPE Office	Following signing of subsequent collective agreement
Correspondence with members or records pertaining to individual members	Electronic or paper	Union representative involved		Two years following end of membership
Correspondence with employers	Electronic or paper	Union representative involved		Two years

ELECTRONIC RECORDS

- Where records are retained in electronic form, the individual responsible will ensure an appropriate backup is in place in case of failure of equipment.

RECORD DESTRUCTION

- Following the minimum retention period, records will be destroyed in a timely manner. Any records containing confidential, sensitive or personal information will be destroyed in a means that maintains confidentiality, such as shredding. In the case of electronic records, destruction will include destruction of any records retained as backup.

UNION VOLUNTEERS LEAVING OFFICE

8. When a Union volunteer, no matter what position she/he held, ceases to be a Union volunteer, she/he will ensure all union records in her/his possession are dealt with as soon as possible as follows:
 - a. In the case of a Union officer responsible for retaining records pursuant to paragraph 5 above, the applicable records will be turned over to her/his successor or to the Union office.
 - b. All other correspondence, e-mails and other records containing confidential, sensitive or personal information arising out of her/his tenure as a union member will be destroyed or erased in a manner that maintains confidentiality.

TRANSITION

9. Any records available at the time of adoption of this policy will be retained and/or dealt with in accordance with this policy. However, no individual will be held responsible if records from prior to the adoption of this policy have not been retained.