
SEXUAL HARASSMENT – CONSULTATION

Description: Records relating to the intake, review and resolution of issues, concerns or complaints related to harassment where consultation is involved as defined by the University's *Sexual Harassment and Sexual Assault Policy*. Records may include correspondence (email, paper), forms and other related documentation.

Filing Guidelines: The Advisor keeps consultation notes. If no resolution is sought, the records are destroyed at the discretion of the Advisor. If resolution is sought, the records will be carried forward as part of resolution for that particular reporting pathway. A non-identifying account is retained for statistical purposes.

*If within the prescribed retention period, there are no further Complaints against the same Respondent, the Advisor shall destroy, in a secure manner, all records associated with the reporting process, at the end of the prescribed retention period. If, however, issues of a similar nature are brought to the attention of the Advisor prior to the expiry of the prescribed retention period, the records relating to the original matter shall be retained until the expiry of the prescribed retention period for the records related to the new issue.

MUNCLASS Function:	Governance (GV)
Responsible Unit(s):	Sexual Harassment Office
Retention:	If no resolution is sought, destroy (at the discretion of the Advisor). If resolution is sought, record will be carried forward as part of resolution for that particular reporting pathway. Non-identifying accounts are retained for statistical purposes.
Disposition:	Destroy, a non-identifying account is retained for statistical purposes
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, <i>Newfoundland and Labrador Human Rights Act (HRA), 2010</i>