

---

## COLLECTIVE BARGAINING

**Description:** Consists of records between labour and management. Records may include correspondence with bargaining units, guidelines and updates, preparation for negotiations, collective bargaining, and materials relating to strikes.

**Filing Guidelines:** Records must be securely stored until final disposition. Once members of the bargaining unit submit records to the Department of Human Resources, Office of Faculty Relations or Office of the Provost and Vice-President (Academic), they are not responsible for keeping copies of those records.

---

<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources, Office of Faculty Relations and/or Office of the Provost and Vice-President (Academic)
<b>Retention:</b>	Current Year contract superseded + 25 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use