
LONG-TERM DISABILITY FILES

Description: Consists of records relating to long-term disability leave/claims for employees. Records include copies of official Long Term Disability letter correspondence, accommodation requests, restrictions, copies of return to work and ease back plans, email correspondence, file notes.

Filing Guidelines: Records must be securely stored until final disposition. It is the responsibility of the Department of Human Resources to maintain any records that are submitted to HR from the Unit. Once submitted to HR, the Unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year file closed + 6 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use