
PENSIONER FILES

Description: Consists of Pension Administration Documents (PAD) transferred from Retired and/or Terminated Academic, Tenure and/or Staff personnel file. Records may include appointment information, salary details, employment contracts, direct transfer request form, locking-in agreement, declaration of marital status and beneficiary designation, bank request for electronic funds and pension election forms.

Filing Guidelines: Records must be securely stored until final disposition. Once Units submit records to the Department of Human Resources, the Unit is not responsible for keeping copies of those records.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year settlement of all entitlements to Pensioner/Survivor + 8 years (or may be Permanent Retention if Collective Agreement applies)
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	<i>Memorial University of Newfoundland Faculty Association (MUNFA) Collective Agreement, Lecturer's Union of Memorial University of Newfoundland (LUMUN) Collective Agreement, Teaching Assistant's Union of Memorial University (TAUMUN) Collective Agreement, Canadian Union of Public Employees (CUPE) Collective Agreement, Newfoundland and Labrador Association of Public and Private Employees (NAPE) Collective Agreement and Guide for Non-Bargaining Employees.</i>