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## STAFF PERSONNEL FILES – RETIRED

**Description:** Consists of records relating to the employment history of staff. Documents include employment history of individual staff from initial hiring to retirement. See Personnel File Contents Standard for more detail. Pension Administration Documents (PAD) are removed.

**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.

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<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources
<b>Retention:</b>	Current Year retirement start + 8 years
<b>Disposition:</b>	Selective Retention
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	<i>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>