

---

### STAFF PERSONNEL FILES – TERMINATED

**Description:** Consists of records relating to the employment history of staff. Documents include employment history of individual staff from initial hiring to end of employment. See Personnel File Contents Standard for more detail.

**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. *\*The proposed retention period of Current Year employment terminated + 60 years applies only to terminated staff files where that staff member **does not** apply for retirement benefits. Upon application for retirement benefits, relevant pension information is transferred to the 'Pensioner Files' record class and the remaining information in the file is re-classified as part of the 'Personnel Files – Staff (Retired)' record class with a shorter retention period (Current year retirement start + 8 years).*

---

<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources
<b>Retention:</b>	Current Year employment terminated + 60 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>