

Date of Issue: January 2025

Review/Revision is the responsibility of: Director of Finance and Administration
(with input from senior staff)

To Be Updated: Every three (3) years (or as needed)

RETENTION AND DESTRUCTION OF RECORDS

Objective: To ensure that Equity's records are retained and destroyed systematically and consistently, and in a method which complies with legal requirements.

Policy: Equity's records are to be periodically reviewed, updated and retained or destroyed appropriately.

| FILE | Retention Period |
|--|---|
| <u>ADMINISTRATION</u> | |
| Accounting | |
| Benefits (Insurance/RRSP/Dues) | 7 years |
| General accounting | 7 years |
| Back-up accounting | 7 years |
| Payroll | 7 years |
| Staff pension | Retain for 7 years then destroy |
| Bonding files | 7 years |
| Audited Financial Statements | Permanent |
| Human Resources | |
| Employee files | 3 years after employment terminated |
| Employee list | Permanent |
| Job postings & applications | 3 years |
| Staff policies | Current + 1 |
| COPE | Permanent |
| Legal Matters | |
| Initial issue & decision | Permanent |
| Formal interpretations | Permanent |
| Phone Records | |
| Phone Records | 3 years |
| <u>ADVOCACY</u> | |
| Government (Federal, Provincial, Municipal) | |
| Key Documents | Permanent |
| Service Organizations | |
| Key Documents | Permanent |
| <u>BENEFITS</u> | |
| Insurance | |
| Policies | Current + 2 |
| RRSP | |
| Applications | Permanent |
| <u>BUSINESS REPS</u> | |
| Key documents | Permanent |
| <u>COMMUNICATIONS</u> | |
| EQ issues | Retain permanently 10 copies of every issue |
| Media releases | Permanent |
| Project files (historical) | Permanent |

| FILE | Retention Period |
|--|---------------------------|
| <u>CONTRACTS</u> | |
| Engager | 7 years |
| <u>DOCUMENTS</u> | |
| Agreements & Policies | |
| User copy | Permanent |
| Signed originals (if applicable) | Permanent |
| Template contract & forms | Permanent |
| Ratification documents | Permanent |
| <u>ENGAGERS</u> | |
| Key Documents | Permanent |
| Letter of Adherence | Permanent |
| Grievances & Arbitrations | Permanent |
| General correspondence | 7 years |
| Negotiations | |
| Notes for negotiation | Upcoming negotiations + 1 |
| Negotiation Binders | Permanent |
| Ratifications | |
| Ratification package | Permanent |
| Ratification results | 10 years |
| Teller sheets | 90 days |
| Engager Investigations | |
| Engager provided document/decision | 3 years |
| <u>GOVERNANCE</u> | |
| Council | |
| Meeting package | Permanent |
| Working papers / reports | Permanent |
| Committees | |
| Minutes/working papers | Permanent |
| Final reports | Permanent |
| Constitution & Bylaws | |
| Constitution & Bylaws | Permanent |
| Disciplinary Process | |
| Formal Complaints - decisions | Permanent |
| Formal Complaints - supporting materials | 3 years |
| RWA files | 3 years |
| Reciprocal Agreements | |
| User copy | Permanent |
| Committee minutes & decisions | Permanent |
| Election & Referendum | |
| Results | 10 years |
| Teller sheets | 90 days |
| Statements | Destroy after election |
| Nominations | Destroy after election |
| Annual General Meetings | |
| National AGM - meeting package | Permanent |
| Regional AGM minutes | Permanent |

| FILE | Retention Period |
|--|------------------|
| Policy Governance Document | |
| User copy | Permanent |
| <u>INDUSTRY</u> | |
| Fraternal Association | |
| Key Documents | Permanent |
| Other Organizations | |
| Key Documents | Permanent |
| <u>MEMBERSHIP</u> | |
| Applications | Permanent |
| Membership - withdrawals/permissions | Permanent |
| Recipe Cards | Permanent |
| <u>RECORDS</u> | |
| Archives | |
| List of Records - Transferred to Archive | Permanent |
| Retention | |
| Retention Schedule | Current +1 |