

Records Inventory Worksheet

Department: **Human Resources**

Date Completed: **Dec 12,11**

Time Period Covered: **January 2007 to
December 2011**

Completed by: **S. Toth**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Employment Contracts/Personnel Files	Employee Information	Employee Files in HR Office	Paper	Permanent Ongoing current	Complete	Director, Human Resources
Employee Benefit Information	Employee Benefit Information	Employee Files in HR Office	Paper	7 years	Complete	Director, Human Resources
Grievance Files	Research	HR Office/Storage	Paper	Permanent	Complete	Director, Human Resources
Legal Action Files	Legal consultation records	HR Office	Paper	Permanent	Complete	Director, Human Resources
Terminated Employee Files	Terminated Employee Information	HR Storage	Paper	10 years	Complete	Director, Human Resources
Job Posting/ Recruitment Files	Posting Information	Storage – Previous Yr HR – Current Yr	Paper	7 years	Complete	Director, Human Resources
Volunteer Files	Volunteer Personnel Files	Volunteer Office	Paper/Electronic	7 years	Complete	Director, Human Resources
CMHVA	Financial statements	Volunteer Office	Electronic	7 years	Complete	Director, Human Resources

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Volunteer Files	Rejection Files	Volunteer Office	Electronic	7 years	Complete	Director, Human Resources
Vol. Admin. Files	Orientations, Committees, etc.	Volunteer Office	Paper/Electronic	7 years	Complete	Director, Human Resources
Employee Occupational Health and Safety Files	Designated Exposure Records Employers Report of Injury/ Disease Occ. Health & Safety Records	Occupational Health and Safety Coordinator Office	Paper	40 years 40 years 40 years	Complete	Director, Human Resources
Employee Health Files	Employee Health Non Occupational Files	Employee Health Office	Paper/Electronic	10 years	Complete	Director, Human Resources
Collective Agreement Bargaining/Negotiations	Local issues negotiations and any labour relations issues	HR Office/Storage	Paper	Infinity	Complete	Director, Human Resources