



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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Records Centre Series

Managing Terminated Employee Files

What are the Issues with Terminated Employee Files?

Unlike some other governments, the Government of the Northwest Territories (GNWT) does not have a single department that is responsible for managing human resources. Instead, each department looks after many of its human resources functions internally.

The Records Centre series gives you information on how to access the Records Centre's storage, retrieval, and disposition services.

There are a number of benefits to decentralizing human resources services, but the approach is not perfect. It can cause a number of problems when an employee leaves a department. Gaps can appear in an employee's service record if his file does not follow him throughout his career. An employee may end up with a personnel file in several different departments as he moves in, out, and within the government. None of these files are complete.

What is the GNWT doing to resolve these problems?

The Financial Management Board Secretariat (FMBS) has agreed to take custody of all employee records for employees who have left the GNWT. There are a number of advantages to centralizing the management of **terminated employee files**:

- Employee files are complete and accurate. This is important for administering benefits.
- Departments can obtain a complete file of past service if a former employee returns to the GNWT.
- The FMBS can track of the status of terminated employee files and make sure that they are managed properly.
- Departments can respond to Access to Information and Protection of Privacy Requests quickly.
- Personal information can be managed in a secure and protected fashion.
- Office space and filing equipment does not have to be used to store terminated employee files.

What are the Procedures for Handling Terminated Employee Files?

The FMBS has decided to take on most of the work involved in processing terminated employee files and sending them for storage at the GNWT Records Centre.

1. Pack the files in Records Centre Boxes. The files do not have to be sorted by name, birth date, or any other sorting criteria.

2. Make a file list for each box. The FMBS can send you a copy of the file list form. The FMBS needs to know the following information:
 - The department name.
 - The date that the box was packed and the box number.
 - Each file and volume number.
 - Each employee's last name, given names, and social insurance number.
3. Contact your department's Records Coordinator to arrange the transfer. Your Records Coordinator will call the FMBS Records Coordinator to schedule a time to send the boxes to the FMBS.

What Will the FMBS do with the Files?

The FMBS will review the files and record them in a records management database called **iRIMS**. The FMBS will check dates of birth, service dates, and other information that is needed to manage the records. If there are several files on a single employee, the FMBS may combine them. The FMBS will then transfer the files to the Records Centre. The files will be kept until the employee's 80th birthday.

What about records in the regions?

The same process applies to terminated employee files in the regional offices. Pack and list the files. Then send them to the FMBS office in your region. The FMBS will process the records and send them to the nearest Records Centre.

What about records in boards, agencies, and Crown Corporations?

This transfer procedure only applies to records belonging to GNWT Departments. A separate procedure is being developed for Boards, Agencies, and Crown Corporations.

What about Terminated Employee Files that are already in the Records Centre?

The FMBS has asked your Records Coordinator to contact the FMBS Records Coordinator about any terminated employee files that your department has in the Records Centre. Your department can transfer these files to the FMBS. The boxes do not have to be returned to your department and you do not have to re-list the files.

The FMBS will work with your Records Coordinator and Public Works and Services to make sure that the change in custody is handled smoothly.

How do I retrieve Terminated Employee Files that have been transferred to the FMBS?

Human Resources Officers and Records Coordinators are the only employees who have authority to retrieve terminated employee files from the Records Centre. All requests for terminated employee files should go to the FMBS Records Coordinator. The FMBS Records Coordinator will have the file retrieved, and will keep track of who retrieved the file.