

SECTION 5

HUMAN RESOURCES

5000 - 5999

Section 5, Human Resources organizes records related to employee administration and employee services. It includes pay and benefits, staffing, recruitment, training, job evaluation and discipline. *Human Resources* also includes records related to the collective bargaining process, including negotiations, grievances, arbitration hearings, and staffing and competition appeals.

**LIST OF PRIMARIES
HUMAN RESOURCES SECTION**

- 5000 Human Resources – General
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- 5090 Job Evaluation
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- 5318 Reports and Statistics
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Records which relate to the **general administration** of human resource management that do not fit elsewhere in this section.

For individual employee pay records, see *Primary 5150*.

For individual employee personnel/benefit records, see *Primary 5145*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of employee benefits such as Canada Pension Plan, group life insurance, extended health benefits, dental, medical, superannuation, maternity, retirement, and other pension plans or benefits. Also includes services available to employees, e.g. Canada Savings Plan deductions.

For individual employee pay records, see *Primary 5150*.

For individual employee personnel/benefit records, see *Primary 5145*.

NOTES: FMBS is responsible for negotiating and managing agreements for employee benefits. Departments will usually only have convenience copies of these records. Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Deferred Salary Leave - Hay Plan	S/O*	2	D	S/O	nil	D
25	Dental Insurance	S/O*	2	D	S/O	nil	D
40	Disability Insurance	S/O*	2	D	S/O	nil	D
45	Group Life Insurance	S/O*	2	D	S/O	nil	D
50	Health Care Plan / Medical Insurance	S/O*	2	D	S/O	nil	D
55	Maternity Benefits	S/O*	2	D	S/O	nil	D
65	Northern Allowance	S/O*	2	D	S/O	nil	D
70	Pensions / Superannuation	S/O*	2	D	S/O	nil	D
75	Employment Insurance	S/O*	2	D	S/O	nil	D
80	Retirement Benefits / Pensions	S/O*	2	D	S/O	nil	D
85	Bilingual Bonus	S/O*	2	D	S/O	nil	D
90	Other Benefits / Services	S/O*	2	D	S/O	nil	D

S/O* = retain on-site until the plan/benefit is superseded or cancelled

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records which relate to the classification of each position within the overall departmental framework. Includes job descriptions, generic job descriptions, the assignment of positions within the department and the history of changes to each position, e.g. classification reviews and reclassifications and organization charts. Also includes job evaluation studies and reports.

For classification/reclassification appeals, see *Primary 5235*.

For employment equity, see *Primary 5200*.

For individual employee pay records, see *Primary 5150*.

For individual employee performance appraisals, see *Primary 5145*.

For individual employee personnel/benefit records, see *Primary 5145*.

NOTE: FMBS also maintains a master copy of each position file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Organization Charts	S/O	7	AS/D	S/O	nil	D
25	Position Histories (includes job descriptions, classifications and reclassifications)	S/O*	7	AS/D	S/O	nil	D
30	Positions - Standards & Guidelines (includes generic job descriptions)	S/O	2	D	S/O	nil	D
35	Job Evaluation Studies / Reports	S/O	5	D	S/O	nil	D

S/O* = retain on-site until the position is cancelled

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to individual employees. Includes résumés, oaths of allegiance, work plans, job performance appraisals, work histories, training and education, leave requests and denials, disciplinary actions, grievances and appeals, commendations and letters of appreciation, results of health examinations in relation to work duties, conflict of interest/requests for outside employment, criminal records checks, etc.

For individual employee pay records, see *Primary 5150*.

DEFINITIONS:

A"Employee" refers to permanent, temporary, part-time, casual and term workers.

AMaster File@ refers to the original employee personnel/benefit file. FMBS or the Department is responsible for maintaining the original personnel/benefit file. When scheduling records, make sure you indicate whether your Department maintains the master or the copy file.

"Termination" refers to retirement, resignation, layoff, dismissal, or loss of position through reorganization, restructuring, etc.

NOTES:

Employee Transfers: When an employee transfers to another GNWT department, their personnel/benefit file should be transferred to the new department.

Letters of Discipline: Remove from the employee file after 18 months (or the period stated in the current collective agreement between the GNWT and the UNW). If another disciplinary letter is issued within the 18 months, each disciplinary letter must remain on file until 18 months after the last disciplinary letter is issued.

Terminated Employees: When an employee terminates their employment with the GNWT, their original employee personnel/benefit file should be forwarded to FMBS who will retain these records in a central records facility until the 80th anniversary of the employees= date of birth or for two years after the employees death, providing all legal actions related to the settlement of beneficiary claims have been settled. **Departments other than FMBS should not transfer employee records to a records centre.**

A = Active
D = Destroy

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

S/O = Superseded/Obsolete

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Employee Personnel/Benefit Records (by employee)						
20A	Awards/commendations/honours Beneficiary records –current Casual employment records Conflict of interest/requests for outside employment clearances Criminal records checks - if required for position Education leave/training - agreements, contracts, certificates, correspondence GSMIP (medical/dental insurance) – current Health & Safety - accidents/WCB claims Job offers & employee acceptance letters Letter of resignation/Dept. acceptance Oath of Office – current Passport/firearms permit/drivers license # - if required for work – current Performance reviews/appraisals – current Personal information: date of birth, address, SI number, certificates - birth/death/marriage Promotions, notices of Resume - current Staffing actions Superannuation records: PSHCP/ beneficiary form, Screening Form (DSS-2013), Notice of Contributory Status (DSS-2108), final verified copy of DSS-2000, transmittal slips Terminated employee clearance forms Training/staff development – agreements, contracts, certificates, correspondence Transfers/reassignments - agreements, contracts, correspondence Ultimate removal summary Waivers of insurance participation. WCB claims - all documentation	S/O*	**	D	S/O	nil	D

S/O* = retain on-site until employee transfers to another department or terminates employment with the GNWT

** = retain until employee is 80 years of age or until two years after their death (providing no administrative action relating to the settlement of an estate has taken place during the previous two years)

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

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SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
20	Employee Personnel/Benefit Records (by employee)						
20B	Balance of leave credit forms (NWT2116)/Leave summaries Leave/attendance forms (signed copies) VTAs (vacation travel assistance)	3	nil	D	2	nil	D
20C	Disciplinary letters	S/O***	nil	D	n/a	n/a	n/a
20D	Superseded records: GSMIP/ medical/dental insurance forms; Oath of Office; Personal information - address/drivers license/firearms certificate/marriage certificate/ PSCHP beneficiary forms; Resumes	S/O****	nil	D	S/O	nil	D

S/O*** = retain on-site for 18 months - if another disciplinary action is taken against the employee within the 18 months, all disciplinary letters should remain in the file for 18 months after the date of the last disciplinary letter

S/O**** = retain on-site until superseded or obsolete

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to pay for each employee. Includes salary and adjustments, garnishees, TD1s and T4s, northern and/or community allowances, payroll savings deductions, direct deposit, etc.

For individual employee personnel/benefit records, see *Primary 5145*.

DEFINITIONS:

AEmployee" refers to permanent, temporary, part-time, casual and term workers.

AMaster File@ refers to the original employee benefit file. FMBS is usually responsible for maintaining the master/original pay file. When scheduling records, make sure you indicate whether your Department or FMBS maintains the master file.

"Termination" refers to retirement, resignation, layoff, dismissal, or loss of position through reorganization, restructuring, etc.

NOTES:

Records Retention: The original pay records (master file) should be retained until the employee is 80 years of age or until seven years after their death (providing no administrative action relating to the settlement of an estate has taken place during the previous seven years).

Terminated Employees: When an employee terminates employment with the GNWT, FMBS will transfer their original pay file to a central records facility. Master files containing employee personnel/benefit records will also be maintained in the same facility.

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Employee Pay Files (by employee)						
20A	API for deferred salary deductions/ deferred salary leave/LWOP/retroactive salary increases/salary changes API for termination Clearance forms DSS 2000 Death benefits Employment/pension status - changes Final pay statement Long-term disability benefits Maintenance orders PI/API for new hires Record of earnings – microfiche Requirement to pay Return of Contributions-Superannuation Superannuation Payment to GNWT TD2s Third party garnishees/garnishes served by Courts	S/O*	**	D	S/O	nil	D

S/O* = retain on-site until employee terminates their employment with the GNWT

** = retain until employee is 80 years of age or until seven years after their death (providing no administrative action relating to the settlement of an estate has taken place during the previous seven years).

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

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SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Employee Pay Files (by employee)						
20B	Canada Payroll Savings Form. Canada Savings Plan Applications Casual Time Sheets Cheque Requisitions Cheque Reversals Correspondence - (from employee and Department) Leave payouts Overtime sheets Rental Deductions Revenue Canada forms reducing Employee=s Tax Amount Record of Employment Record of Earnings Shift Differential Authorizations Supplementary Pay Reports/Authorizations T4s TD1s TP4s VTA Applications	7	nil	D	2	nil	D
20C	Superseded records: Bank Deposit/Direct Deposit Forms; Personal information: address	S/O***	nil	D	S/O	nil	D

S/O*** = retain on-site until superseded or obsolete

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of human resources. Includes standards, guidelines and directives relating to attendance and all types of leave, e.g. AWOL, disability, sick, special, vacation, etc. Also includes employee award programs, human rights issues, casual staffing, summer students and volunteers.

For unsolicited applications for employment, see Primary 5340.

For job competition files, see Primary 5340.

For individual employee personnel/benefit records, see Primary 5145.

For individual employee pay records, see Primary 5150.

For leave and attendance for individual employees, see Primary 5145.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Casual Staff	S/O	2	D	S/O	nil	D
25	Employee Award Programs	S/O	5	D	S/O	nil	D
30	Human Rights Issues	S/O	5	D	S/O	nil	D
35	Leave / Attendance (includes sick, disability, special, AWOL, vacation, etc.)	S/O	2	D	S/O	nil	D
40	Summer Student Programs	S/O	5	D	S/O	nil	D
45	Volunteers	S/O	5	D	S/O	nil	D
50	Performance Appraisals	S/O	5	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of employee welfare and assistance programs, occupational health and safety issues, accidents, accident prevention and Workers= Compensation Board Claims. Also includes information on Workplace Hazardous Materials Information System (WHMIS) and the handling of hazardous materials.

For individual employee pay records, see *Primary 5150*.

For individual employee personnel/benefit records, see *Primary 5145*.

For general information on health benefits, see *Primary 5065*.

NOTE: Original records related to accidents and personal injuries incurred as a direct result of work duties, e.g. accident reports and Workers= Compensation Board Claims should be filed in the individual employee=s personnel/benefit file in *Primary 5145*.

NOTE: Original records related to the establishment of employee assistance programs are maintained by FMBS.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Employee Assistance Programs	S/O	2	D	S/O	nil	D
25	Occupational Health and Safety (includes WHMIS)	2	5	D	2	nil	D
35	Worker=s Compensation Board Claims	2	5	D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of hours of work. Includes directives, standards and guidelines on work schedules, flexible time, overtime, early closing, time off for special occasions (e.g. voting, Caribou Carnival).

For collective agreements, see *Primary 5230*.

For individual employee leave and attendance records, see *Primary 5145*.

For individual employee personnel/benefit records, see *Primary 5145*.

For individual employee pay records, see *Primary 5150*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Compressed Work Weeks	S/O	2	D	S/O	nil	D
25	Hours of Work (Standard Hours)	S/O	2	D	S/O	nil	D
27	Hours of Work (Non-Standard Hours)	S/O	2	D	S/O	nil	D
30	Job Sharing	S/O	2	D	S/O	nil	D
35	Lieu Time	S/O	2	D	S/O	nil	D
40	Overtime Authorisations	S/O	2	D	S/O	nil	D
45	Mandatory Leave	S/O	2	D	S/O	nil	D
50	Winter Bonus Days	S/O	2	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of salaries and wages. Includes directives, standards and guidelines on rates of pay, deductions, acting pay, salary schedules, market supplements/signing bonuses, etc. Also includes payroll distribution reports, direct deposit records and cheque distribution/receipt check lists.

For individual employee pay records, see primary 5150.

For hours of work, see primary 5190.

NOTE: * The payroll distribution records received by the Department are copies only. The original payroll records are generated and maintained by FMBS.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
25	Direct Deposit	S/O	2	D	S/O	nil	D
30	Payroll Distribution Reports*	2	5	D	2	nil	D
35	Merit Increases	S/O	2	D	S/O	nil	D
40	Overtime Pay Schedules	S/O	2	D	S/O	nil	D
45	Salary Schedules	S/O	2	D	S/O	nil	D
50	Temporary Pay Adjustments	S/O	2	D	S/O	nil	D
55	Market Supplements / Signing Bonuses	S/O	2	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to current and projected staffing requirements, forecasts and estimates. Includes establishment reports, lists of positions, changes to positions due to reorganization or restructuring, transfers and reassignments of personnel, direct appointments, acting and temporary appointments and secondments. Also includes recall lists, obligations to displaced employees, job exchange, job enrichment and job rotation.

Also contains records relating to the establishment and implementation of programs designed to enhance opportunities in the public service for target groups. Includes affirmative action programs and employment and pay equity programs, e.g. Joint Equal Pay Study (JEPS).

For individual employee pay records, see *Primary 5150*.

For individual employee personnel/benefit records, see *Primary 5145*.

For organization charts, see *Primary 5090*.

For reports and statistics, see *Primary 5318*.

NOTE: Original contract records should be filed in the individual=s employee file, Primary 5145.

NOTE: FMBS retains the master record for JEPS

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	Nil	D	2	nil	D
20	Human Resource Planning	2	5	AS/D	2	nil	D
30	Establishment Reports	S/O	2	D	S/O	nil	D
35	Acting / Temporary Appointments	2	5	D	2	nil	D
40	Reassignments / Secondments / Transfers / Direct Appointments	2	5	D	2	nil	D
45	Employment Equity Programs / Reports	S/O	5	D	S/O	nil	D
55	Joint Equal Pay Study (JEPS)	S/O	5	D	S/O	Nil	D
60	Workforce Adjustments	S/O	5	D	S/O	nil	D
65	Contract Employees	S/O	5	D	S/O	Nil	D
70	Voluntary Separation	S/O	5	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of technical and non-technical training. Includes training schedules, training directives, employee orientation, education leave, etc. Also includes records related to training programs, courses and workshops, e.g. course/workshop development, course contents, attendance records, evaluations, as well as records relating to the planning and scheduling of training and development activities.

For individual employee pay records, see *Primary 5150*.

For individual employees personnel/benefit records, see *Primary 5145*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	Nil	D	2	nil	D
20	Apprenticeships	2	5	D	2	nil	D
25	Education Leave	2	5	D	2	nil	D
30	Staff Development Training Courses / Programs / Workshops	S/O	5	D	S/O	nil	D
35	Trainees	2	5	D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the relationship between management and employees' unions, groups or associations. Includes the use of employer's facilities for union meetings, union dues, appointments of shop stewards, provision and use of union bulletin boards, etc. Also includes records relating to the exclusion of positions from the collective bargaining process, essential services negotiations, listings of essential workers, and the administration of labour disruptions.

For disputes, grievances and appeals, see *Primary 5235*.

For classification of individual positions, see *Primary 5090*.

For collective agreements, see *Primary 5230*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	Nil	D	2	nil	D
20	Labour Disruptions	S/O	5	AS/D	S/O	nil	D
25	Union of Northern Workers (UNW)	2	5	AS/D	2	nil	D
30	Northwest Territories Teacher=s Association (NWTTA)	2	5	AS/D	2	nil	D
35	Other Unions / Associations	2	5	AS/D	2	nil	D
40	Exclusions	2	5	AS/D	2	nil	D
45	Essential Services	2	5	AS/D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to collective agreements. Includes guidelines, certification orders, Collective Agreements, Letters of Understanding, interpretations, bargaining proposals, negotiation proceedings, etc.

NOTE: FMBS maintains the master record of this information.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	NWTTA Collective Agreements (includes Letters of Understanding, negotiations, proposals and interpretations)**	S/O*	7	AS/D	S/O	nil	D
40	UNW Collective Agreements (Includes Letters of Understanding, negotiations, proposals and interpretations)**	S/O*	7	AS/D	S/O	nil	D

S/O* = retain on-site until the agreement is superceded

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to the **general administration** of grievances and appeals, arbitrations and adjudications and disciplinary actions for UNW, NWTTA, Hay Plan and Excluded staff. Includes arbitration hearings concerning leave, dismissals, rates of pay, hours of work, classifications, appointments, shift work, overtime, etc.

For collective agreements and interpretations, see primary 5230.

For individual employee personnel/benefit records, see Primary 5145.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
30	Discipline / Grievances / Appeals	S/O*	5	D	S/O	nil	D
35	Arbitrations and Adjudications	S/O*	5	D	S/O	nil	D

S/O* = retain on-site until all actions have been completed

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to reports and statistics on human resource matters which do not fit elsewhere in the Human Resources section. Includes establishment reports and staff turnover reports.

For employment equity reports, see *Primary 5200*.

For establishment reports, see *Primary 5200*.

For job evaluation studies and reports, see *Primary 5090*.

For payroll distribution reports, see *Primary 5195*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Annual Personnel Reports / Statistics	2	4	D	2	nil	D
25	Monthly Personnel Reports / Statistics	2	nil	D	2	nil	D
30	Other Personnel Reports / Statistics	2	4	D	2	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
 D = Destroy AS = Archival Selection nil = No Assigned Retention

Records relating to staffing actions and job competitions. Includes competition selection standards, short lists of candidates, interview formats and questions, results and eligibility lists, standard offer and rejection letters, etc. Also includes unsolicited resumes and applications for employment.

For individual employee personnel/benefit records, see *Primary 5145*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Competitions	2	nil	D	2	nil	D
35	Staffing Requisitions	2	nil	D	2	nil	D
40	Unsolicited Applications for Employment	1	nil	D	1	nil	D

A = Active SA = Semi Active FD = Final Disposition S/O = Superseded/Obsolete
D = Destroy AS = Archival Selection nil = No Assigned Retention