



**ARCHDIOCESE OF REGINA**

<b>Policy Name:</b>	Storage of Personnel Files	<b>Number:</b>	S5-3
<b>Policy Type:</b>	Personnel Records	<b>Date Approved:</b>	February 2017
<b>Legislation:</b>		<b>Date Revised:</b>	

**Policy Statement:** Employee records need to be maintained and kept securely as a record of employment. The records must be accessible to the Archdiocese of Regina and the employee for a period during and after employment is terminated.

**Definition:** A “**secure**” location or “kept securely” refers to a location that is locked and guarded against unauthorized access.

- Procedure:**
- a) Employee records will be maintained by the supervisor responsible for Human Resources or his/her designate.
  - b) The employee records will be stored physically in a locked location and be accessible to the Administrator responsible for Human Resources or his/her designate. An employee may view his/her file as per Policy S5-1: Employee Access to Employee Personal and Personnel Files.
  - c) Upon the termination of employment, the records will be stored physically or electronically for a period of 99 years.

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