



**ARCHDIOCESE OF REGINA**

<b>Policy Name:</b>	Disposal of Records	<b>Number:</b>	S5-4
<b>Policy Type:</b>	Personnel Records	<b>Date Approved:</b>	February 2017
<b>Legislation:</b>		<b>Date Revised:</b>	

***Policy Statement:*** The Archdiocese of Regina is responsible for keeping a record of personnel who have worked for the Archdiocese. This information may be kept electronically, as well as, physically.

- Procedure:***
- a) Original copies of Personnel files will be kept in a secure, safe location for 99 years after the termination of employment.
  - b) The Chancellor and the administrator responsible for Human Resources or designate will determine which documents will be maintained.
  - c) The physical and/or electronic documents will be kept for 99 years.
  - d) Documents designated for shredding shall be shredded through a secure shredding process.

Intentional Blank Page