

Your records, ready for the next round

Eight steps to make decades of agreements, grievances and minutes easy to find, before you next sit down at the table.



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- ☐ **01** List every kind of paper record you hold and where it's kept: collective agreements, grievance and arbitration files, bargaining files, membership records, minutes and by-laws.

 - ☐ **02** Check what you must keep, and for how long, under your constitution, your governing statute and CRA rules, before anything is moved or destroyed.

 - ☐ **03** Start with what you reach for most: active grievances, the current agreement and the bargaining history behind it.

 - ☐ **04** Choose the fields people search by, such as grievance number, member, employer, article and date, and index by them.

 - ☐ **05** Put personal information, such as membership cards and medical notes in grievance files, behind tighter access, by role.

 - ☐ **06** Keep a chain of custody for every box that leaves the office.

 - ☐ **07** Keep a copy of the searchable archive in a second secure place, so a flood or a move can't erase your history.

 - ☐ **08** Decide what happens to the originals: kept for your archives, returned, or destroyed with a certificate of destruction.

HOW YES, WE SCAN! HELPS

- Picked up from your office, free from Kanata to Cumberland
- Prepared, scanned and checked by hand. 100% of pages guaranteed in writing
- Handled by staff with established security credentials (Protected B), under an NDA if you ask
- Searchable PDFs, named to your convention

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