

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: PERSONNEL RECORDS	SECTION: LAND AMBULANCE
DATE: July 16, 2001	POLICY NO.: KDSB-LAS-III-02
APPROVED BY: Resolution No. 2001-102	REVISED: March 31, 2007

1. POLICY STATEMENT

The Kenora District Services Board will ensure that all information related to the employment of an individual is maintained in a secure and confidential manner.

2. PROCEDURE

2.1 Upon notification from the Director of EMS, the Kenora District Services Board will establish a file for each new employee.

2.2 All documents related to the employment of that individual will be centrally filed at the offices of the Kenora District Services Board.

2.3 Documents that are appropriate for retention in the employee's file include, but are not limited to:

- application for employment
- offer/acceptance of employment
- hiring documents
- banking information
- licenses and certificates identified as necessary for employment
- performance reviews
- disciplinary documentation
- letter of resignation/termination

2.4 Upon termination of employment, the individual's file will be retained for a period of seven (7) years.

2.5 Access to the personnel file of an employee at any time is restricted to designated KDSB management and administration staff as well as the individual themselves

2.6 A request to review the contents of a file may be made by the individual upon written request, at which time a suitable time will be arranged. The file or any of its contents shall not be removed from the offices of the KDSB, although the employee may request photocopies of the file in whole or in part.