

Salt Lake City Area Local
American Postal Workers Union, AFL-CIO

Records Retention Policy

Effective January 1, 2009 *amended January 1, 2010*

In order to maintain an effective record system and maintain a clutter free office, the following policy is being established.

1. The security of our officers', stewards', and members' information is the number one priority of this policy.
2. At no time will a member's personal information be disclosed to a third party. Mailing lists, email lists, phone numbers, etc. will not be shared or sold to any third party. Disclosure of personal information will be limited to that which is necessary in order to process grievances and as needed for collective bargaining agreement enforcement or as required by law or court order.
3. Social Security numbers shall not be used for the processing of grievances. Social Security numbers will be limited to completing an employee's enrollment in the American Postal Workers Union if the employee identification number is not known and in processing of payroll records, taxes, and employment related activities when the social security number is required by law.
4. No one other than the Secretary/Treasurer or President shall maintain a list of members or record that contains social security numbers. Any member or non-member list that is given to officers or stewards for organizing purposes or the advancement of the union shall be sanitized and contain only the member/non-member name, finance number, work/pay location.
5. Employee Identification Numbers shall be used for grievance related activities.
6. Grievance files will be destroyed after 5 years from date of filing if the case has been closed. If a grievant would like the original to be preserved for more than 5 years the employee may request in writing that the grievance files be turned over to them at the conclusion of the 5 years. The request must include all relevant grievance numbers. These documents will be destroyed at the conclusion of the 5 years unless otherwise requested.
7. Financial records, reports, and Department of Labor reports and relevant supporting documents will be maintained for 5 years. These documents will be destroyed at the conclusion of the 5 years.
8. Destruction of paper documents will be done by an independent shredding company. Currently, the Salt Lake City Area Local is contracted with *Cintas* to provide shredding service but may be changed as deemed necessary.
9. The Salt Lake City Area Local will maintain a locked bin at the union office for documents that have personal information or must be shredded for officers, stewards, and members to deposit any document into that they feel needs to be shredded whether personal or union related. The Salt Lake City Area Local will see that these documents are shredded by an independent shredding company.
10. Emails will be deleted permanently from computers at least once a month unless the user chooses to maintain the files and deems them necessary but this should be kept to a minimum. If the email is relevant to a grievance file it will be printed and placed into the appropriate paper file. Other documents such as letters and spreadsheets prepared on a computer need not be retained and can be deleted from a computer belonging to the Salt Lake City Area Local as necessary. At least once a year the users shall go through documents and delete those files deemed unnecessary.
11. The Salt Lake City Area Local currently uses *Grievance Master* to electronically prepare grievances. Electronic copies of grievances will be maintained on the computer that created the grievance 5 years from the date the grievance was filed. These will be permanently deleted at the end of the 5 years.