



FILE MAINTENANCE POLICY

I. GENERAL

1. All files are the property of Nipissing First Nation.
2. Files cannot be removed from the Nipissing First Nation offices.
3. Files can only be accessed by authorized employee(s) within the respective department.
4. All files located in offices must be locked after working hours.
5. All files located in the Central File room are to be signed out using the “charge out” cards provided. The individual whose name appears last on the “charge out” card will be responsible for that file.
6. Files must be maintained by the Nipissing First Nation for a period of seven (7) years after which time they are destroyed, with the exception of individual band membership files which must be maintained at all times.
7. Hiring reports are maintained for a period of one year.

II. MEMBERSHIP

“The Indian Registration and Band Lists Directorate” maintains lists of registered Indians and, if the band has not assumed control of its membership of Band members. Frequently individuals, bands and organizations request information from registration and band membership records. Since these lists contain personal information, the Access to Information Act and the Privacy Act restrict the release of any information that may identify an individual.” (Section 7, Privacy, Access To Information, and Ethics)

1. Individual and band membership files can only be accessed by the Membership Clerk and/or Lands Personnel.
2. Personal information which may disclose an individual is not to be duplicated without approval by the Executive Director.
3. Individual files can only be accessed by authorized personnel for administrative purposes where the information about the individual is being used in a decision making process that directly affects the individual.
4. Any band member who wishes to view their own files can do so in the presence of the Membership Clerk and/or Lands Personnel.
5. All individual band membership files are to be filed in the Lands Department at the end of each day.
6. Individual Band membership file must be maintained at all times.
7. A file can only be accessed by someone other than the band member where the individual requesting to access the file is the Executor or has a Power of Attorney document. A copy of the document will be kept on the membership file that is being accessed.

III. EMPLOYEE FILES

“As an employer committed to fair information practices for its employees, which creates a legitimate and enforceable exception of privacy, personally identifiable information exists in employee and job applicant records. The collection, use, disclosure, retention and disposal of this information must be managed in a way that take into account the Privacy Act’s principles of confidentiality, accuracy and relevance.” (Treaty Board Manual – Privacy and Data Protection, Employee Privacy Code).

1. An employee who wishes to view their own personal files can do so in the presence of the Human Resources Manager.
2. Personal information which may disclose an individual is not to be duplicated without the approval of the Executive Director.
3. All files must be kept in a locked fire proof cabinet in the Human Resource Manager’s office.
4. Employee files can only be accessed by the Executive Director and authorized personnel for administrative purposes where the information in that file is being used in a decision making process that directly affects the employee.

IV. DOCUMENT RELEASE

Any document being released from Nipissing First Nation must be stamped with the “Approval for Release” stamp and initialed by the Executive Director.

Accepted this 19th day of November, 1996.

Amended this 21st day of May, 2013.