



LABOUR RELATIONS FILE TRANSFER

To:

From:

Local:

Facility:

Date Transferred:

Regarding:

This file contains the following information (only check those which apply):

- Copy of Member Issues Form
- Copy of Labour Relations (LR) Fact Sheet
- Meeting minutes and/or documentation from meeting
- Policies
- Personnel file information
- Rotations
- Postings
- Seniority lists
- Witness investigation interview notes
- Professional association communication
- Incident reporting forms, Work Situation Reports
- Other relevant documentation:
 - _____
 - _____
 - _____
 - _____

***If in doubt, send information to ERO for review

***Maintain HIPA – do not send patient identifying information

NOTE: Remember to keep a copy of all supporting information and/or documentation for the Local file.