

# **MORES CREEK AMBULANCE UNIT**

Executive Board Directive: #2011-03

Date: August 3, 2011

Topic: Personnel Files, IAW SOP 2.10 & By-Law, Art #5 Sec.8

The Unit Personnel Officer and the Unit President shall be the only ones with access to these files. Nothing shall be removed from any member personnel file without a Directive from the Executive Board. Once a member leaves the unit or has been terminated, their file will be held for 5 years and then destroyed.

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President

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Vice President

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Secretary

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Treasurer

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EBCA Representative