

Article VI**What
Paper
Do You
Store**

Maybe not all on your desk, but have you had a look in the back room recently? Hidden in the back room are stacks and boxes of essential paper files. All of this paper is being kept to fulfill legal requirements or “just in case there is a question!”

First let’s open the door into the back office and survey the various sources of those piles and boxes:

The Member

The life of a new member at the hall can run for 30, 40 or more years of active work before they retire.

During the time they work as part of your union and then into retirement, that member is creating a massive paper trail such as:

- Initial member signup forms,
- Daily unemployed position listings,
- Employer apprentice work reports,
- Suspension notices,
- Re-instatement notices,
- Etc.

The Contractor / Employer

- Benefits remittance reporting,
- Working agreements.

Other Union Halls

- Working agreements,
- Jurisdictional awards

Miscellaneous

- Hall voting records for elected positions,
- Member voting rosters,
- Provincial and Federal government remittance forms,
- All legal documents for contracts entered into,
- Etc.

Now with a feel for all that essential paper sitting back there. Let’s look at a totally legal alternate method of paper storage along with some of the benefits.

***Keyword Searchable
Electronic Document
Image Files***

- *File retrieval* – locate that file within seconds rather than, hours or days,
- *Lost Paper* – it is virtually impossible to lose an electronic file,
- *Filing* – There is no re-filing to take up valuable staff time,
- *Sharing* – Now as people as are needed can have electronic copies of the same file,
- *Storage* – Cost is greatly reduced; on average one CD can hold 20,000 pages.
- *Disaster* – Provide back-up copies of all your files quickly and easily,
- *Sending files* – now easily email files, no more waiting days for either mail or courier service.