

OUTGOING DOCUMENTS

INTRODUCTION

How the Board sends out documents depends on the nature of the document. Most documents sent from the Board originate from process files. Letters, postings, or notices must be sent out. But, more importantly, they must be received, and received in time, to fulfil their purpose.

All Board staff must work to make sure outgoing documents are:

- properly written and checked;
- properly addressed;
- sent on time;
- sent in a way that makes sure it will arrive safely, and on time;
- recorded, so the Board can confirm contents, as well as time and method of delivery; and
- received.

Choose delivery methods sensibly. Do not waste money sending non-urgent letters by rush courier. Do not tie up the fax with long documents best couriered. But avoid false economy. One adjourned hearings costs more than 100 courier fees.

This policy discusses:

- sending documents on process files;
- sending documents on other Board business;

SENDING DOCUMENTS ON PROCESS FILES

For quick transmission, generally fax documents on process files to parties. Send longer documents by courier. Retain fax confirmation sheets on the left-hand side of process files to demonstrate notice by fax occurred. Fax journal reports are kept for up to six months.

The Board Caucus decided to eliminate the follow-up hard copy of faxes. Some documents still require a hard copy follow-up and these are discussed in the guidelines below.

Certification, Revocation, Strike/Lockout and Registration Files

Follow these guidelines:

- Fax all letters and notices. Hard copy follow-up is not necessary unless a party cannot be reached by fax.
- Mail-in ballots are not faxed. Send them by Priority Post (Edmonton) or regular post (Calgary).

Send letters with attached Certificates or Declarations by fax and with hard copy to follow by regular mail, unless the parties ask for some other form of delivery.

General Files

The officer in charge decides how to send documents. Normally these are faxed out.

SENDING DOCUMENTS ON OTHER BOARD BUSINESS

The originator in charge decides how to send documents. Normally these are faxed out.