

FILES & FILE FOLDERS

INTRODUCTION

All applications, complaints and references received by the Board are entered into the database. Once the administrative staff complete the database work, a paper process file is created. This file contains all of the information about the file (e.g., forms, correspondence, hearing summaries, etc.). This policy discusses:

- file numbers;
- the colour coding of process files; and
- differences between the left and right side of the file.

Once a file is concluded, the administrative staff close the file, strip the file down to its essential pieces and send it to be transferred to microfiche. See: [[Closing and Stripping a File, Chapter 9\(b\)](#)].

FILE NUMBERS

All accepted applications, complaints and references are assigned a file number. File numbers comprise two letters, a hyphen, and five digits (e.g., CR-12345). The letters represent particular types of files. The Board's process files (i.e., files related to a process under the Code) are:

- **CR:** Certification applications.
- **GE:** General files, including unfair labour practice (UFLP) complaints, duty of fair representation complaints (DFRs), trade union successorships, employer sale, lease or transfer applications, and determinations.
- **RE:** Registration applications (uncommon).
- **RR:** Revocation of registration (uncommon).
- **RV:** Revocation applications.
- **SL:** Strike and lockout applications.

Non-process files include:

- **BR:** Bargaining relationships between an employer and a trade union. This includes the history of the relationship in front of the Board and any certificates held.
- **CL:** Constitutional filing of a trade union local.
- **CT:** Constitutional filing of a trade union parent organization.
- **EO:** Constitutional filing of an employers' organization.

The five digits that follow are assigned by the database in sequential order by type of application. That is, CR-00101 was followed by CR-00102. A series of file numbers (e.g., the CR series) is not affected by the numbering of any other series (e.g., the GE series) of file numbers.

COLOUR CODING OF FILES

For ease of reference, all file folders are colour coded as follows:

File Code	File Type	File Folder Colour
BR	Bargaining Relationship	Green
CL	Constitutional Filing of a Trade Union Local	Orange
CR	Certification	Red
CT	Constitutional Filing of a Trade Union Parent	Yellow
EO	Constitutional Filing of a Employers Organization	Pink
GE	General	Blue
RE	Registration	Lavender
RR	Revocation of Registration	Grey
RV	Revocation	White
SL	Strike or Lockout	Goldenrod

LEFT vs. RIGHT SIDE OF THE FILE

Information that is collected during the course of handling a file is placed inside the process file. Information on the right-hand side is posted on the database as a supporting document. Examples include:

- application forms;
- the Board's acknowledgment letter and any notices;
- confirmation by the employer a notice was posted;
- replies and requests for particulars by the parties;
- the information request letter sent to employers for certification and revocation applications;
- applications for notices to attend and/or produce and the notices;
- officer memos (when used);
- officer's reports;
- internal and external employee lists;
- objections;
- vote arrangements and notices;
- results of the vote;
- certificates issued, revoked or replaced; and
- hearing summaries.

Information placed on the left-hand side of the file is not posted in the database. Examples include:

- officer's notes related to the file and investigation; and
- Corporate Registry searches; and
- any existing certificates.

When process files are closed and subsequently stripped by the administrative staff, the information that is retained and microfiched is only from the right side of the file. See: [[Closing and Stripping Files, Chapter 9\(b\)](#)]. Non-process files are never stripped.