



<b>Policy Name:</b>	Records Retention Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	January 25, 2018
<b>Motion Number:</b>	21-48	<b>Reviewed Date:</b>	October 21, 2021
<b>Policy Number:</b>	SYS-28	<b>Next Review Date:</b>	October 2029

## Purpose

The Library will ensure access to accurate, authentic and reliable records in all formats, including electronic, to meet legislated requirements, support the effective management and work of the Library, and/or to record the history of the Library.

Record means recorded information in any format and includes, but is not limited to, documents, business records, financial statements, personnel files, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, and video.

## Responsibilities:

- The CEO or designate is responsible for the administration of the Library’s records management program in accordance with the approval authority provisions of the Library Board
- Authorized directors/managers will act for the Library in the management of Library records in accordance with this policy and associated procedures
- The Library Board authorizes the CEO to establish a Records Retention Schedule, procedures, and corporate practices required to enact the policy

## This policy applies to:

- Library Board members, employees, and volunteers
- All records, in all formats, created or received while carrying out Library roles and employment/volunteer-related responsibilities
- All records, in all formats, created during off-site outreach or research
- All records, in all formats, documenting policy and program decisions or records that have archival or evidential importance to the Library

## This policy does not apply to:

- Items in the Library’s materials collections acquired for use by the public

## Policy

The Library will maintain and apply records management practices and procedures which ensure that records in the custody of the Library are:

- Available and accessible to support strategic and operational business decisions and Freedom of Information requests as described in the Privacy Policy
- Held in an efficient, cost-effective, and coordinated manner
- Secured and properly protected as important corporate assets
- Available to support the business recovery process
- Retained as active records as long as required
- Disposed of in accordance with established retention schedules

The policy, procedures and retention schedules will meet and be consistent with legislated requirements and professional standards including, but not limited to:

- *Municipal Act, 2001, SO 2001, c. 25*
- *Public Libraries Act, RSO 1990, c. P. 44*
- *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M. 56*
- *Employment Standards Act, 2000, SO, c. 41*
- Canada Revenue Agency regulations

The Library will retain and will not destroy any of its records that are required to meet legislated requirements, support the effective management and work of the Library and/or to record the history of the Library.

The Library will dispose and destroy all transitory records and records that are no longer required according to established retention schedules.

## General Principles

### Records in Electronic Format

- The management of electronic records is integrated into the Library's records management program, addressing content, organization, retention, disposition, and backup, etc.
- Procedures and practices with regards to electronic records, will be regularly reviewed and updated as required, given the changing nature of technology

### Records Retention & Disposition

- Transitory records, unless they have become necessary for legal purposes or as otherwise provided for by law, will not be retained and may be destroyed at any time beyond their usefulness
- Active records will not be retained beyond the retention period without a valid reason
- Records are disposed of in accordance with the approved Records Retention Schedule
- Records retention schedules and disposition will be consistent across all media
- Where records must be retained for pending tax audits or legal issues, the retention period is not changed for the entire record series, but only for those records that are required for audit or legal purposes
- When records are reviewed for disposition, records considered historical in content, may be retained
- The destruction of records will be done in a secure manner, mindful of confidentiality requirements

### Storage

- Inactive records will be held in a safe and secure location, with reasonable accessibility by authorized employees
- Storage practices will support the cost-effective use of office space, computer server space and storage facilities

### Historical Records

- Historical records are maintained for a variety of reasons:
  - To document the establishment of the Board as an entity (e.g., minutes of meetings and by-laws)
  - To capture the Library's policies

- To document key historical events and milestones
- To document the evolution of the Library system
- When reviewing records for transfer or disposition, records designated as historical should be reviewed as part of an entire file or series of files to determine if the context of the information needs to be maintained
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## Definitions

**Active records** are records that are retained and required for the day-to-day business of the Library.

**Disposal/disposition** means the decision regarding retention after a record is no longer considered active (i.e., archived or destroyed).

**Destruction/destroy** means to eliminate permanently (e.g., through shredding) a record within a record series at a time indicated on the records retention schedule.

**Evidential Record** means a record that relates to, provides, or constitutes evidence.

**Permanent Record** means those records determined to have a long-term value to the Library in terms of recording its corporate, service, and cultural history. They are maintained for a variety of reasons, including the documenting of the establishment of the Board as an entity, its policies, key historical events and milestones and the evolution of the Library system.

**Record Series** means documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other defined commonality.

**Records Management** means the discipline and organizational function of managing records to meet defined pre-determined requirements, such as business operational needs, legislation, etc.

**Records Retention Schedule** means a description of what records are being managed, how long they need to be retained, and what requirements their final disposition will be based on (i.e., legal, compliance, business, operational or historical).

**Transitory Record** means any record that has temporary usefulness and is not required to meet legislated requirements, set policy, establish guidelines and procedures, certify a transaction, become a receipt, or provide evidence of a legal, financial, operation or other decisions of the Library. Examples of such records include: duplicate copies, working documents, and notes from a meeting for which the reports and minutes have been finalized or adopted.

**Historical Records** are those records deemed to have long-term value to the Library. They are unique, irreplaceable and merit special protection to preserve corporate memory.