
**BARRIE PUBLIC LIBRARY
RECORDS RETENTION POLICY**

MOTION #18-03

Approved January 25, 2018

1. 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.

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 pre-determined records retention guidelines and schedules.

2. SCOPE

This policy applies to:

- Barrie Public Library Board Members, Employees and Volunteers
- All records, in all formats, created or received in the course of carrying out Library roles and job/volunteer-related responsibilities.
- All records, in all formats, created in the course of off-site outreach or research
- All records, in all formats, documenting policy and program decisions or 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

3. POLICY STATEMENT

Barrie Public Library will maintain and apply records management policy and procedures which ensure that Records in the custody of the Library are:

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

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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 (MFIPPA)
- Employment Standards Act, 2000, SO, c. 41
- Canada Revenue Agency regulations.

All Records in the custody and control of the Library, regardless of the medium, are the property of Barrie Public Library, are managed as a corporate resource, and will be retained and preserved in a manner recognizing that Library Records are important corporate assets.

All records are organized to facilitate access by those who require it through the proper and coordinated management of active and inactive records, subject to legal and policy restraints.

4. DEFINITIONS

Active records means 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.

Employee means a person who is employed by the Library and includes all Employees, including Page and Relief staff.

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 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.

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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.

Volunteer means a person who voluntarily extends his or her services to actively support the Library without remuneration. While Library Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they will be referred to as Board Members as they have roles and responsibilities that are different from those of other volunteers.

5. 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.

Record 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.

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- 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

- Non-Active Records will be held in a safe and secure location, with reasonable accessibility by authorized Library Employees.
- Storage practices will support the cost-effective use of office space, computer server space and storage facilities.

Accountability

- The Chief Executive Officer (CEO) is accountable 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.
- All Employees shall comply with the Records Retention Policy, processes and corresponding procedures and schedules.

Historical Records

- 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. 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.

KEYWORDS: Records, records management, retention schedules

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