

Title Records Retention Policy
Policy Number CPL-17-22
Policy Type Operating
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Notes



Purpose

The Caledon Public Library recognizes that records are valuable organizational assets and are a necessary support to effective decision making. The Library is committed to creating, retaining, preserving, transferring and disposing of records throughout their lifecycle in a secure and accessible manner.

This policy establishes guidelines which direct the manner in which reports, agreements, minutes or other documents, records, and papers must be kept by the Caledon Public Library to meet legislative and operational requirements.

Scope

This policy applies to all records, created, received, used, maintained, and in the custody and control of the Library (including its Board and Employees) regardless of their physical medium.

Definitions

For the purposes of this policy:

“Active records” means records that are retained in the library and are 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. retained as permanent 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.

“Permanent Records” 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, drawings and photographs.

“Record Series” means documents arranged in accordance with 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 the record series that are being managed, how long they need to be retained, and what will be their final disposition based on legal, business, and historical requirements.

“Retention” means the length of time a record is to be retained before its final disposition.

“Transitory Record” means a record that has temporary usefulness and is only required for the completion of a routine action or until superseded, and should be discarded as soon as practicable. Transitory material include, but are not restricted to:

- i. duplicate copies of documents retained only for distribution or as a convenience copy;
- ii. one of a number of multiple copies of a record such as minutes, reports, or agendas;
- iii. unsolicited advertising information;
- iv. draft letters, memos, reports, and informal notes that do not represent significant steps in the preparation of a final document;
- v. publications, directories, catalogues, pamphlets, brochures and other promotional materials that are superseded or no longer useful;
- vi. emails and voice mail having only a temporary value;
- vii. business not related to the Library; and
- viii. a non-integral part of a Library record.

Guidelines

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

- Available and accessible to support strategic and operational business decisions;
- Held in an efficient, secure and cost-effective manner;
- Retained as active records as long as required; and
- Disposed of in accordance with established retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards applicable to the library, including, but not limited to: *Municipal Act, Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act*, and Canada Revenue Agency regulations. Retention

schedules will also align with relevant Town of Caledon policies and procedures as well as the Caledon Public Library Privacy Policy (CPL-15-01) and Operational Policy (CPL-15-04).

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 created Records Retention Schedule. Records considered historical in content may be retained as part of the Library's local history collection.

Records retention schedules and disposition will be consistent across all media, including digital records.

Where records must be retained for pending 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.

The destruction of records must be done in a secure manner, mindful of confidentiality requirements. As Records Manager, the CEO/Chief Librarian has the authority to destroy all documents that have been retained beyond their retention period as outlined in the Record Retention Schedule.

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.

Library Records Held by the Town of Caledon

Records and files relating to Library and Board matters which are held by the Town of Caledon will be retained as per the Town of Caledon Retention Schedule.

These records and files may include but are not limited to financial, procurement and human resources documents such as accounts payable, payroll, pension, payroll deductions, benefits, and WSIB claims.

Roles and Responsibilities

The CEO/Chief Librarian assumes the role and responsibilities of the Records Manager for the Caledon Public Library. The Board delegates authority to the CEO/Chief Librarian and authorized designates to act on behalf of the Library in the management of Library records.

The Library Board empowers the CEO and authorized Directors/Managers to establish records management retention schedules, procedures and identify any external storage services or agreements required to enact the policy.

All employees shall comply with this policy and resulting processes, procedures and schedules.

Feedback

Questions regarding this policy should be directed in writing to the CEO and Chief Librarian.

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Related Documents:

- [Employment Standards Act](#), 2000, S.O. 2000, c.41
- [Municipal Act](#), 2001, S.O. 2001, c.25
- [Municipal Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. M.56
- [Public Libraries Act](#), R.S.O. 1990, c. P.44
- **Caledon Public Library Privacy Policy**, CPL-16-01
- **Caledon Public Library Operational Policy**, CPL-16-04
- **Town of Caledon Corporate Policy: Records Retention & Information Management**