



Policy Type:	Operational	Policy Number:	OP-08
Policy Title:	Records Retention and Schedule	Initial Policy Approval Date:	Feb. 25, 2016
		Last Review/Revision Date:	Mar. 11, 2022
		Year of Next Review:	2026

The Mississippi Mills Public Library Board recognizes the importance of organizing and retaining business and personal records according to standards that ensure ease of retrieval while maintaining appropriate levels of security and confidentiality. It also recognizes the responsibility to adhere to provincial and federal legislative relating to retention, such as those of Canada Revenue Agency.

This policy establishes record definitions and schedules of minimum retention periods during which records must be kept by the Mississippi Mills Public Library. This policy should be read in conjunction with *Privacy, Access to Information & Electronic Messages under CASL Policy (OP-25)*.

DEFINITIONS

Active record 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 mean 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 documentation 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, films.

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 Retention Schedule means a description of the record series that are being managed, how long they need to be retained, and what their final disposition will be based on legal, business, and historical requirements.

Transitory Record means any record that has temporary usefulness and is not required to meet legislated requirements, establish guidelines and procedures, set policy, certify a transaction, become a receipt, or provide evidence of legal, financial, operational 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.

CONTEXT FOR RETENTION

1. Within the framework of the Ontario *Municipal Act 2001*, there are certain parameters that local boards (including libraries) must follow. This includes direction that records must be retained in a secure and accessible manner, and that subject to the *Municipal Freedom of Information and Protection of Privacy Act*, certain records, such as board meeting minutes, must be accessible to the public. This requirement is echoed in the *Public Libraries Act*, s. 28 (1).
2. Municipalities may establish retention periods that local boards are obliged to follow.
3. In addition, other bodies to which the Library must relate may have their own retention requirements (e.g. Canada Revenue Agency (CRA) requirement to maintain financial records for seven years and *Employment Standards Act* employment records for three and vacation records for five years).

PROTECTION, ACCESS AND STORAGE

1. The CEO/Chief Librarian or designate administers this policy and ensures that all relevant legal requirements are met.
2. All records are clearly labeled and marked and, to ease retrieval, no document is created without the appropriate file name chosen and indicated at the bottom of the document.
3. Records are stored in such a manner to minimize risk of loss or destruction due to flood, fire, etc.
4. The CEO ensures that records are stored in a manner that provides access only to those in charge of the records.

5. In responding to requests to examine records, staff must observe the Library's standards of confidentiality and accessibility.

DISPOSITION OF RECORDS

1. Transitory records, unless they have become necessary for legal purposes or as otherwise provided for by law, are not be retained and may be destroyed at any time beyond their usefulness.
2. Active records are not retained beyond the retention period without a valid reason.
3. Records are disposed of in accordance with the approved Records Retention Schedule.
4. Records retention schedules and disposition are consistent across all media, including digital records.
5. 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.
6. The destruction of records must be conducted in a secure manner, mindful of confidentiality requirements. The CEO as records manager has the authority to destroy all documents that have been retained beyond their retention period as outlined in the Records Retention Schedule (**Appendix A**).

RELATED DOCUMENTS

- *Municipal Act, 2001, sections 253-255*
- Mississippi Mills Public Library Policy, *Privacy, Access to Information & Electronic Messages under CASL (OP-25)*.
- Ontario Library Service, Trillium Public Library: Sample Policies

APPENDIX A - Records Retention Schedule

FUNCTION	RECORDS SERIES	FILING BY	RETENTION (# of YEARS)	NOTES
Board	Deed of Library Property		Permanent	
	Ministry - <i>Annual Survey of Public Libraries</i>	year	Permanent	
	Strategic Plans	year	Permanent	
	Annual Reports for the Library	year	Permanent	
	Board Packages (including agendas, minutes, correspondence, reports, etc.)	meeting date	Permanent	
	Committee Minutes	committee	Seven (7)	
	Library Policies	policy number	Current	
	Library Board By-laws	by-law number	Current	
	Contracts (e.g. Fire Hall lease, etc)	contract	Seven (7), following end of agreement	
	Court cases pertaining to the Library	case	Permanent	
	Insurance policies, records and claims	year	Seven (7)	
Administration	Grant applications (successful) and responses	year	Seven (7)	
	Banning notices	series	Two (2)	
	Freedom of Information requests	name	Permanent	
	Statistical reports	year	Permanent	
	Capital assets inventory		Current	
	Request for reconsideration of materials in collection	year	Two (2)	
Facility Management	Architects' or engineers' reports, plans, drawings	project	Permanent	
	Inspection reports (routine and special maintenance)	type	Four (4)	
Finance	Audited financial statements & Auditor's reports	year	Permanent	See GOV-12 Financial Control/ Oversight
	Bequests	series	Seven (7)	
	Bank statements	year	Seven (7)	
	Cash records	year	Seven (7)	
	Donation receipts (copies)	year	Two (2)	

FUNCTION	RECORDS SERIES	FILING BY	RETENTION (# of YEARS)	NOTES
	Charitable returns	year	Seven (7)	
	Deposit records	year	Seven (7)	
	Final budgets	year	Seven (7)	
	Paid invoices	year	Seven (7)	
	Written Quotations/RFP	project	Seven (7)	See OP-22 Procurement...
	Year-end working papers	year	Seven (7)	
Personnel	Current employee personnel files	name	Current	
	Terminated employee personnel files	name	Seven (7)	
	Employee WSIB claims and records	name	Seven (7)	
	Job postings	posting	Two (2)	
	Resumes/applications for employment – not hired	posting	Six (6) months	
	Pay equity/job evaluation reports and implementations documents	year	Permanent	
	Payroll	year	Seven (7)	
	Seniority list	series	Current	
	Timesheets	year	Seven (7)	
	T4 summaries	year	Seven (7)	
Labour Relations	Collective Agreements	year	Permanent	
	Grievance forms, correspondence and related documentation	year	Permanent	
	Records relating to contract negotiations and letters of intent/understanding	year	Permanent	
	Arbitration Awards	year	Permanent	
Volunteers	Active volunteer files	name	Current	
	Inactive volunteer files	name	Two (2) following last volunteer activity	
Library Operations	Active library patron accounts	database	Current	Integrated Library System (ILS) and OP-25 Privacy, Access to information...
	Expired library patron accounts	database	Two (2) following expiry	ILS

FUNCTION	RECORDS SERIES	FILING BY	RETENTION (# of YEARS)	NOTES
	Loan transactions	database	Retained as long as patron account is active, then two (2) following expiry	ILS
	Outstanding fines / lost/damaged charges	database	Retained as long as patron account is active, then two (2) following expiry	ILS
	Overdue notices	database	Current	ILS
	Interlibrary loan records	database	Two (2)	INFO/VDX database
Risk Management	Incident reports	series	Ten (10)	
	Health & Safety inspection reports	year	Four (4)	
	Health & Safety Committee meeting minutes	year	Four (4)	