

PEACE LIBRARY SYSTEM		RECORDS MANAGEMENT (required by <i>FOIP Act</i>)
CATEGORY:	Management and Operations	POLICY: M2-23
DATE APPROVED:	25 February 2023	REVIEW IN YEAR: 2028

Background

The storage of files held by the Peace Library System and its library service points is to be kept to the legal minimum while allowing for the efficient operation of the organization and the preservation of the historical record of the System.

Records deemed vital by the System CEO or the Board of Directors will be retained only after the implications of confidentiality, security, and safe storage have been considered.

The costs for space, storage, and handling of files shall be kept to a minimum.

Policy

Peace Library System shall keep orderly and timely record of its business so that its records are compliant with the Income Tax Act of Canada, the Freedom of Information and Protection of Privacy Act, and the needs of the System.

Peace Library System retains and disposes of records as set out in Schedule A.

The retention period for records as set out in Schedule A shall be:

Specified for a given number of years;

Permanent – the original records shall be preserved and never destroyed;

The action for records as set out in Schedule A shall be:

Hard copy – the original paper document shall be retained for the specified period;

Electronic copy – the electronic copy of the document shall be retained for the specified period;

Destroyed – the record shall be destroyed after the retention period;

Replace when superseded.

The Executive Committee gives authority for the destruction of records, in accordance with Schedule A, to the CEO. The CEO is responsible for the proper and complete destruction of the records disposed of under this policy.

The CEO has discretion to retain records longer than the period provided for in this policy and to retain records of archival value.

Procedures

The CEO reports the destruction of records to the Executive Committee. The recording of the report from the CEO in the Executive minutes constitutes a record of the destruction.

At the May Board Meeting, the Executive Committee informs the board of all records disposed of in accordance with this policy.

Permanent records are stored at Peace Library System headquarters (8301-110 Street, Grande Prairie) in appropriate secure storage.

Records identified as vital are necessary to re-establish the operations of the organization in the case of a disaster. Vital records are backed up (either in electronic format, or a physical copy is made) and stored off-site.

Administrative files shall be purged annually and records moved, archived or destroyed as appropriate.

Staff members are responsible for maintenance of their own current and working files. Any significant documents received by any member of the staff shall be retained as administrative or essential files, with copies only in working files.

At the end of their employment, staff members must turn over to the CEO all records they have relating to PLS business.

At the end of their term, board members must delete or destroy all electronic and physical records they have relating to Board business.

Chair's Signature: _____

SCHEDULE A
RECORDS RETENTION

Legend:

De Destroy
E Electronic
H Hardcopy

P Permanent
Re Replace

Subject	Description	Retention Period (Years)	Final Disposition
Accounting	Accounts Payable	7	De
	Accounts Receivable	7	De
	Paid Invoices	7	De
	Paid Purchase Orders	7	De
	General Ledger	7	De
Administration	Reports (not part of minutes)	7	De
Agendas	Agendas – part of minutes	P	E
Agreements, Member	One copy	P	H&E
	Signature page	P	H&E
Alberta Municipal Affairs	Public Library Statistics (annual)	P	E
Alberta Library	Membership agreement	P	H
Annual Reports, PLS and Service Pts	Peace Library System	P	H
	Alberta Municipal Affairs	P	E
Architect drawings	Building	P	H
Assets	Listing	P	E
	Invoices	7	De
Audit	Trial balances (year-end)	7	De
	Final	P	H
Bank	Deposit Books	7	De
	Reconciliations	7	De
	Statements	7	De
Briefs/Reports	To Government	7	De
Budgets	Final	P	H & E
Building	Construction Files	P	H
	Inspection Records	P	H
	Purchase of land	P	H
	Maintenance reports	7	De
Bylaws	All	P	H & E

Subject	Description	Retention Period (Years)	Action
Cash	Receipts Journal	7	De
	Petty (vouchers)	7	De
Catalogue Records	Library Materials – Magazines (TRAC)	1	De
	Library Materials – Other (TRAC)	2	De
Certificates	Of title	P	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/duplicates	7	De
Contracts & Agreements	General	P	H
Correspondence	General	7	De
*Includes Government of Alberta, PLSB, Municipal affairs and other Agencies	Historical	P	H & E
	Municipalities	P	E
	Library Boards	P	E
	Employee agendas	2	H or E
Deeds		P	H
Employee benefits	Benefit plans, WCB claims, other claims	P	H
Employees	Applications, resumes & interview notes (hired)	7	H
	Applications, resumes & interview notes (not hired)	2	De
	Applications (unsolicited)	Not retained	De
	Job Descriptions	P	H & E
	Personnel files	7	H
	Termination Records	7	H
	Transitory Records (Vacation requests, etc.)	2	De
Financial Statements	Monthly In-House	7	De
Grant applications	General	7	De
Income Tax	Remittance	7	De
	TD1 forms	Retain until superseded	Re
	T4 slips/summaries	7	De
Insurance	Claims	P	H
	Records (after expiration)	7	De

Subject	Description	Retention Period (Years)	Action
Inventory	Records (after superseded) year-end	7	De
Journals	General	7	De
Land	Purchase	P	H
Leases	After expiration	7	De
Ledgers	General	7	De
	Subsidiary	7	De
Legal	Opinions	P	E
	Proceedings	P	H
Legislation	Acts (after superseded)	1	De
Licenses	Business (after expired)	7	De
Media Releases		P	H & E
Member Library Boards (Required by Master Agreement)	Annual Budget	Retain until superseded	De
	Annual Financial Statement	Retain until superseded	De
	Annual Report (LibPAS)	Retain until superseded	De
	Bylaws	Retain until superseded	De
	Needs Assessment <small>contained in</small> Plan of Service	Retain until superseded	De
	Policies	Retain until superseded	De
Minutes	Board	P	H
	Committee	P	H
Newsletters	Peace Library System (1 copy)	P (born digital keep digital)	H or E
Newspaper clippings	Peace Library System	P	H
Office equipment/appliances	Warranties & manuals	P until disposal	H or E
Orders	From libraries	5	De
Organization	Structure & records	P	H
Patron records	Contact information	Inactive patron records destroyed according to local library & TRAC policy	De
Payroll	Garnishees	7	De
	Individual earnings records	7	De

Subject	Description	Retention Period (Years)	Action
	Journal	7	De
	Time sheets – Daily/Overtime	7	De
	Record of employment (ROE)	7	H
	RRSP/Pension files	P	H
	EI records	7	De
Personnel files	See Employee	P	H
Photographs	General	P	H & E
Plan of Service	Peace Library System	P (born digital retain digital)	H or E
Policy	After superseded	2	De
Project staff applications to prov.	STEP, SCP, YCW, etc.	7	De
Publications	Not historical	7	De
Receipts	Books	7	De
Requisitions	Paid	7	De
Special event files	Non historic	7	De
Summer Reading Program	Posters framed	P	E
	Material (samples)	P	E
	Files	7	De
Supplies	Invoices	7	De
System Master Agreement		P	H
Tenders	Files	7	De
The Regional Automation Consortium	Files	P	H
Training & Development Reports		P	H
Utilities	Location of	P	H
Vehicle records	Maintenance	Goes with unit at sale	De
Vehicle records	Purchase, sale	P	E
Vendors	Correspondence	7	De
	Suppliers' files	Retain until superseded or obsolete	Re
Workshops	Training & development	7	De