

PEACE LIBRARY SYSTEM		RECORDS MANAGEMENT (required by <i>FOIP Act</i>)	
CATEGORY:	Management and Operations	POLICY:	M2-15
DATE APPROVED:	November 28, 2015	REVIEW IN:	2020

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 Director 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- Replace when superseded.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 Director. The Director is responsible for the proper and complete destruction of the records disposed of under this policy.

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

Procedures

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

At the May Board Meeting

At the Annual General 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 or in a safe deposit box housed at the System's financial institution.

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

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

Chair's Signature: *Jeronica Ziska*

SCHEDULE A
RECORDS RETENTION

Legend:

De Destroy
E Electronic
H Hardcopy

P Permanent
Re Replace

Subject	Description	Retention Period (Years)	Action
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	H
Agreements	One copy	P	H
	Signature page	P	H
Alberta Municipal Affairs	Public Library Statistics (annual)	P	H
Alberta Library	Membership agreement	P	H
Annual Reports	Peace Library System	P	H
	Local Boards	7	De
	Alberta Municipal Affairs	P	H
Architect drawings	Building	P	H
Assets	Listing	P	H
	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

Legend:

De Destroy
E Electronic
H Hardcopy

P Permanent
Re Replace

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
	Historical	P	H & E
	Municipalities	P	H
Deeds	Library Boards	P	H
		P	H
Employee benefits	Benefit plans, WCB claims, other claims	P	H
Employees	Applications, resumes & interview notes (hired)	P	H
	Applications, resumes & interview notes (not hired)	2	De
	Applications (unsolicited)	Not retained	De
	Job Descriptions	P	H & E
	Personnel files	P	H
	Termination Records	P	H
Financial Statements	Transitory Records (Vacation requests, etc.)	2	De
	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

Legend:

De Destroy
E Electronic
H Hardcopy

P Permanent
Re Replace

Subject	Description	Retention Period (Years)	Action
Inventory	Records (after superceded) 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	H
	Proceedings	P	H
Legislation	Acts (after superceded)	1	De
Licenses	Business (after expired)	7	De
Media Releases		P	H & E
Minutes	Board	P	H
	Committee	P	H
Newsletters	Peace Library System (1 copy)	P	H
Newspaper clippings		P	H
Office equipment/appliances	Warranties & manuals	P	H
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
	Journal	7	De
	Time sheets – Daily/Overtime	7	De
	Record of employment (ROE)	P	H
	RRSP/Pension files	P	H
	EI records	7	De
Personnel files	See Employee	P	H

Legend:

De Destroy
E Electronic
H Hardcopy

P Permanent
Re Replace

Subject	Description	Retention Period (Years)	Action
Photographs	General	P	H & 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	H
	Material (samples)	P	H
	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	After replacement of vehicle	5	De
Vendors	Correspondence	7	De
	Suppliers' files	Retain until superseded or obsolete	Re
Work diaries		2	De
Workshops	Training & development	7	De