

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Administration

Adopted: May 2013

Title:

Record Retention

Revised:

Reviewed: April 2021

Number:

B-4

Year of Next Review: 2024

Policy

The Burk's Falls, Armour & Ryerson Union Public Library shall retain records in accordance with the attached Schedule outlining time periods for retention. Generally, records and documents will be retained in accordance with existing legislation and will be destroyed in a manner to ensure confidentiality and privacy.

Procedures

1. The CEO, as Records Manager, has the authority to destroy all documents in compliance with the [retention schedule](#) (Appendix 2). The CEO has the authority to transfer those permanent records that can be retained off-site to local historical or archival organizations.
2. The CEO shall make and retain a file, listing by category and year, those documents destroyed or transferred off-site.
3. No retention schedule is established specifically for electronic files and incoming and out-going e-mails except as is required for categories defined with this policy. E-mail correspondence may be considered "General Correspondence" at the discretion of the CEO.
4. The Board will review this policy in accordance with policy to ensure on-going adherence to the legislative requirements.

Appendix 2

Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
Human Resources				
Applications from unsuccessful candidates (including letters, resumes, references and interview material)	6 months	No	Shredding	No
Employee personnel files (including application, references, performance appraisals, disciplinary letters, professional development reports, general correspondence)	Term of Employment and 7 years post-employment	No	Shredding	Yes
Employment payroll records, including Receiver General remittances	Term of Employment and 7 years post-employment	No	Shredding	Yes
Other payroll records, including work schedules, employee timesheets, approved applications for leave etc.	2 years	No	Shredding	Yes
Pay equity documentation, including commission orders, annual assessments and other associated items	In perpetuity			
T-4 Summaries	In perpetuity			
Past Job Descriptions	7 years from date of amendment	Yes	Shredding	Yes
Volunteer application & file	7 years from end of attendance	No	No	Yes
Unsolicited resumes	6 months	No	Shredding/deletion	No
Volunteer applications, not selected	6 months from date of submission	No	Shredding/ deletion	No
Circulation				
Borrower Records (in good standing)	Record remains active until 2 years after date of last transaction	No	Deletion	No
Borrower records (delinquent)	Record remains active until 7 years after date of last transaction	No	Deletion	No
Hard copy overdue notices, lost item notices, related correspondence	Until items are discharged and/or fines paid	No	Shredding	Yes
Hardcopy circulation reports (monthly, special purpose)	2 years	Yes	Shredding	Yes
Hardcopy circulation Reports	In perpetuity			

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Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
(annual)				
Circulation transaction records with identifiable patron information, including manual records taken during system-down events	Until transaction is complete	No	Deletion/ Shredding	No
Governance				
Contracts for Library Service with Municipalities	7 years	Yes	Shredding	Yes
Strategic Plans	7 Years after end date of plan	Yes	Shredding	Yes
Annual statistical Reports for the Government of Ontario	In perpetuity			
Spent or Superseded Board policies	7 years	Yes	Shredding	Yes
Spent or superseded Board by-laws	In perpetuity			
Approved agendas, approved minutes of regular & special Board meetings, approved and defeated motions, approved minutes of Board sub-committees	In perpetuity			
Annual reports (public version)	In perpetuity			
General correspondence from the Library Board	2 years	Yes	Shredding	Yes
Documentation related to legal issues involving the board	In perpetuity			
Files of Destroyed and transferred Records	In perpetuity			
Accepted grant applications (Provincial, Federal, Private)	In perpetuity			
Rejected grant applications	7 years			
Legal Opinions	In perpetuity			
Collections				
Collection documentation, including records regarding policies and procedures, delivery services, holdings inventory, weeding guidelines, acquisitions, donation acknowledgement etc.	2 years	Yes	Shredding	No
Cataloguing documentation, including book lists, MARC record print outs, processing	Destroy after dealt with	No	Shredding	No

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Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
directions, Symphony error reports				
Library Operating System database in electronic format	2 years	No	Deletion	Yes
Library materials MARC	When title is discarded	No	Deletion	No
Vendors catalogues	No retention	No	Recycle, as appropriate	No
Programs, Services, Promotions				
Program plans, including children's story time activities, schedules, etc.	2 years	Yes	Recycle, as appropriate	No
Media communications, including newspaper cuttings, approved copies of media content, advertisements	2 years	Yes	Recycle, as appropriate	No
Signage	6 months	No	Shredding	No
Completed patron questionnaires, response cards, feedback forms	2 years	No	Shredding	Yes
Hardcopy interlibrary loan processing documentation, including in-bound and out-bound loans	Completion of loan	No	Shredding	No
Documentation regarding revolving or pool collections, including contracts for service, inventory lists, etc.	For terms of revolving or pool collection, plus 2 years	No	Shredding	Yes
Non-financial documentation related to fundraising activities, such as event plans, schedules, promotional items, etc.	2 years	Yes	Shredding	Yes
Requests for re-consideration	2 years	No	Shredding	No
Electronic Services				
Maintenance contracts related to computer hardware & software	7 years from termination of contract	No	Shredding	Yes
Contracts for provision of off-site/ third party electronic services (including downloadable content, databases)	7 years from termination of contract	No	Shredding	No
User documentation for software or other electronic resources, including username and password listings	2 years from term of use of software or electronic resource	Yes	Shredding	No
Listserv or general distribution e-mails	Until dealt with	No	Deletion	No
Internet booking register, public	1year	No	Shredding	No

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Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
computer use register, wireless registration				
Financial				
Annual financial audits, annual financial statements, annual balance sheets	In perpetuity			
Records of monthly disbursements, cancelled cheques, invoices, account statements, annual library budgets, reports of excessive variances, deposit slips	7 years	No	Shredding	Yes
Contracts, accounts receivable, requests for reimbursement and all associated documentation for granting programs (including summer employment, CAP, one-time)	7 years from termination of grant	No	Shredding	Yes
Desk revenue records	7 years	No	Shredding	Yes
Staff expense reports, including claims for reimbursement related to professional development	7 years	No	Shredding	Yes
Accounting software shall be retained to access accounts as required				
Physical Plant				
Rental agreements for library facilities	7 years from termination of agreement	No	Shredding	Yes
Occupational Health & Safety Reports, any documentation related to activity by the Ministry of Labour	7 years	No	Shredding	Yes
Records of maintenance, correspondence regarding facility issues	7 years	No	Shredding	Yes
Contracts for service of equipment (telephone, copiers, fax machines)	7 years from termination of contract	No	Shredding	Yes
Accident & Incident reports	7 years	No	Shredding	Yes
Inventories of Assets, excluding library materials	In perpetuity			
Personal Information of the Public				
Note: the library operating system retains some personal information in the borrower History beyond the return of the item or the payment of the fine or fee: over dues, fines, lost and damaged items, other fees				

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Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
assigned, expired holds etc. Therefore the retention schedule established minimum retention but some information connecting the borrower to a loan record may be retained for an indefinite time.				
Borrower registration (paper)				
Electronic registration				
- Moved from municipality	No retention			
- Cancellation by borrower, no outstanding transactions	Upon request			
Death of patron	2 years	No	Deletion	No
Electronic borrower information				
Loan transactions checked-in, no outstanding fines	No retention			
Loan transactions, outstanding	May be retained until resolved 2 years			
Outstanding fines	May be retained until resolved 2 years			
Lost/ damaged charge	May be retained until resolved 2 years			
Unresolved transactions (Claimed returned)	May be retained until resolved 2 years			
Title requests for items in Library	Until item is available or request is cancelled			
Hold notices	When picked up or 2 weeks			
Notice of expired hold	No retention			
Other				
General Correspondence (in-bound) both hardcopy & electronic	Until dealt with	Yes	Shredding and/or deleted	No
Minutes of third-party committees involving library staff	7 years	Yes	Shredding	No
Community information files (Note: retain only information related to local community, such as community newsletters, program flyers, booklets, maps, tourism/ promotional material.	1 year	Yes	Recycle, as appropriate	No

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Type of Record	Minimum Retention Period	Assess for Archival value	Method of destruction	Enter on Record Discard Register
Do not retain general information, reference materials, current events, or periodical articles unless they meet the "local community" criteria)				
Photograph privacy waivers from patrons	In perpetuity			
Items from other libraries (newsletters, handouts, booklists, bookmarks, etc.)	1 year	Yes	Recycle, as appropriate	No
Freedom of Information request documentation	In perpetuity			