

Title:	Records Management Policy	Policy Number: 300-11
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04-15	
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Revised Dates:	March 20, 2017;	
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PURPOSE:

This policy ensures the accessibility to reliable Library records in all formats

SCOPE:

This policy applies to all records governed by legislative requirements, created for or by its Board and employees. This policy does not apply to historical or archival items and records.

DEFINITIONS:

Active records - records that are retained in staff offices and on-site storage areas and are required for the day-to-day business of the Library.

Disposition – is the decision about a record no longer considered active to retain as permanent, archival or destroy.

Record - recorded information in any format listed in Appendix A.

Records retention schedule – description of what records are managed their retention period, location and final disposition based on legal compliance, business, operational and historical requirements.

POLICY STATEMENT:

The Sault Ste. Marie Public Library ensures Records in its custody are:

- Available and accessible to support strategic and operational decisions;
- Held in an efficient and cost-effective manner;
- Secured and properly protected;
- Available to support the business recovery processes;
- 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, including but not limited to: Municipal Act, Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act, Canada Revenue Agency regulations.

All Records are the property of the Sault Ste. Marie Public Library.

Records in electronic format shall be regularly reviewed and updated as required, given the changing nature of technology.

The destruction of Records shall be done in a secure manner, mindful of confidentiality requirements according to the records retention schedule (See Appendix A).

The CEO/Director of Public Libraries and authorized Managers shall ensure the Records Management Policy is followed in a consistent manner across the organization.

All employees creating files shall provide their manager with an index of all files and updated annually.

APPENDIX A

Records Retention Schedule

Record Type	Location	Retention Period	Final Disposal
Accounts Payable Records	Administration Files	7 Years	Shredded
Accounts Receivable Records	Administration Files	7 Years	Shredded
Amortization Schedules	Administration Files	7 Years	Shredded
Annual Audited Financial Statements	Archived	Permanent	Not applicable
Annual Reports	Administration Files and CEO/Director of Public Libraries Files	Permanent	Not applicable
Audit Reports – External	Administration Files	Permanent	Not applicable
Audit Reports – Internal	Administration Files	7 Years	Shredded
Board Meeting Minutes	Board Files	Permanent	Not applicable
Departmental Meeting Minutes	Departmental Manager	4 Years	Shredded
Employee Personnel Files – CEO/Director	Board Files	Permanent	Not applicable
Employee Personnel Files - Union	Administration Files	Permanent	Not applicable
Employee Personnel Files - Management	CEO/Director of Public Libraries Files	Permanent	Not applicable
Federal Grant Financial Reports	Administration Files	10 Years	Shredded
Provincial Grant Financial Reports	Administration Files	10 Years	Shredded