



Policy Type: **Operational**
Policy Title: **Records Retention**
Policy Number: OP 19

The Brock Township Public Library Board recognizes its responsibility to retain business and personal records in accordance with provincial and federal legislative requirements.

This policy establishes record definitions and schedules of minimum retention periods during which records must be kept by the Brock Township Public Library.

Section 1: Definitions

Active record means records that are retained in the library 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 permanently eliminate a record (i.e. through shredding) at a time indicated on the records retention schedule

Permanent records mean those records determined to have 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

Records Retention Schedule means a description of the records 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, provide evidence of legal, financial, operational or other decisions of the library, (e.g. duplicate copies, working documents, etc.)

Section 2: Context for retention

Within the framework of the *Ontario Municipal Act 2001*, there are certain parameters that local boards 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 28 (1)*

Municipalities may establish retention periods that local boards are obliged to follow

In addition, other bodies to which the library must relate may have their own retention requirements (e.g. Canada Revenue Agency)

Section 3: Protection, Access and Storage

The CEO, or designate, shall administer this policy and ensure that relevant legal requirements are met

Records shall be stored in such a manner to minimize risk of loss or destruction due to flood, fire, etc.

The CEO shall ensure that records are stored in a manner that provides access only to those in charge of records

In responding to requests to examine records, employees must observe the library's policies of confidentiality and accessibility

Section 4: Disposition of Records

Transitory records, unless they have become necessary as provided for by law, will not be retained and may be destroyed at any time beyond their usefulness

Active records will not be retained beyond the retention period without a valid reason

Records are disposed of in accordance with the approved Records Retention Schedule

Records retention schedules and disposition will be consistent across all media, including digital records

The destruction of records must be conducted in a secure manner, mindful of confidentiality requirements. The CEO, and/or 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)

History

Motion #	Date	Action
2018-05-06	May 8, 2018	Approved