

7. RECORDS MANAGEMENT – INDEX

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7. RECORDS MANAGEMENT

7.1 GENERAL RECORDS MANAGEMENT

POLICY

1. All records created by the Morinville Community Library Board and employees of the Library or in the Library's custody, are the property of the Library, and are managed as a corporate resource, regardless of medium or format, to support effective decision-making, to meet operational requirements and to protect the legal, financial and other interests of the Library. Records are organized to facilitate access by those who require it through the proper and co-ordinated management of active and inactive records, subject to legal and policy constraints.
2. This policy applies to the creation, maintenance, retention and disposition of all records created and/or used by the Library board and employees to conduct the Library's business.
3. Information that will have some future administrative, financial, legal, research or historical value to the Library shall be filed and retained according to **Record Retention Schedule, Form 7.1** (Appendix 7A).
4. This policy does not pertain to items in the Library's materials collections acquired solely for use by the public.
5. The Library Director is responsible for ensuring that records management priorities and requirements are met, and that they fully reflect library policies and priorities.
6. The Library will:
 - develop and implement effective corporate records practices, policy, and standards for the creation, organization, use, retention, preservation and final disposal of records;
 - develop, implement and maintain a Records Retention Schedule governing the retention and timely transfer or disposition of all records;
 - develop and provide training and assistance to library employees regarding their responsibilities for records management.

7.2 STORAGE & RETENTION

POLICY

1. Essential records of the Morinville Community Library shall be kept in a designated filing cabinet, in a secure location.

2. Administrative files shall be purged annually and records moved, archived, or destroyed as appropriate according to **Record Retention Schedule, Form 7.1** (Appendix 7A)
3. Library staff is responsible for maintenance of their own current and working files. Any significant documents received by any member of the library staff shall be retained as administrative or essential files, according to Appendix 7A.
4. There shall be a backup process in place for every computer in the office that stores essential services. Staff adherence to backup procedures is the responsibility of the Library Director.

7.3 DESTRUCTION OF RECORDS

POLICY

1. Authority for the proper and complete destruction of records is given to the Library Director by the Board as per Appendix 7A.
2. The Director shall report the destruction of the records to the Board on the **List of Records Destroyed Form 7.2** (Appendix 7A).
3. Any personal/confidential records to be destroyed shall be shredded.

7.4 TRANSITORY RECORDS

DEFINITION: Records that have short-term, immediate or no value to the Library AND that the library will not need again.

These include:

1. **temporary information** such as telephone messages, post-it notes, or memos;
2. **duplicates** such as photocopies;
3. **draft documents and working papers** such as earlier versions of final documents.

POLICY

1. Temporary information shall be destroyed once it has been used to perform the required activity.
2. Duplicates clearly identified as a copy, shall be discarded after the master version has been filed.
3. The preferred disposition method shall be shredding.
4. The Library Director shall ensure confidential transitory electronic records are securely disposed of.

7.5 PERSONAL INFORMATION OF BOARD MEMBERS

POLICY

1. Individual Board members shall complete the ***Release of Personal Information Form 7.3*** (Appendix 7A) and return it to the Director to be used for legal and financial reporting obligations and according to the Library's policies.

7.6 FEE SCHEDULE FOR FOIP REQUESTS

POLICY

1. Fees determined as per FOIP Regulations.

APPROVED BY BOARD

REVIEW Date: _____

Board Chair Signature

Date

RECORDS MANAGEMENT APPENDIX 7A

FORM 7.1 – RECORD RETENTION SCHEDULE

Morinville Community Library will retain the following library records based on the schedule provided by the *The Local Authorities Freedom and Information and Protection of Privacy Act* and in accordance with schedules provided by the Morinville Community Library Board. The Director has the discretion to retain records longer than the period provided for in this policy.

RECORD	RETENTION / YEARS	REMARKS
Proof of purchases, expired warranties, manuals, volunteer records.	1	SHRED
Unsolicited resumes, job applications (not hired), tender files, interlibrary loan requests, memorial lists, daily log books.	1	SHRED
Bank reconciliations, outstanding cheques, quotes and tenders, customer records and transactions.	3	SHRED
Expense claims, cash receipts, deposit books, bank statements, paid invoice receipt books, cancelled cheques, cheque stubs, accounts payable, year end balances.	7	SHRED
Employee records including personnel files, job applications and personnel evaluations, attendance records, payroll records including T-4 slips and WCB claims.	7	SHRED FROM DATE OF TERMINATION
Grant applications, special events files, statistical data, surveys, program files - (the plan and review).	7	SHRED
Committee minutes, historical correspondence, insurance claims, record of files destroyed.	25	PERMANENT
Board minutes, agendas, approved policies, bylaws, plans of service, annual reports, final budgets, agreements, contracts, deeds, leases, maintenance reports, assets and final audit reports, general journals and ledgers, legislation, income tax records, financial statements, court cases, legal opinions and proceedings, media releases, photos.	25	PERMANENT

FORM 7.3 – RELEASE OF PERSONAL INFORMATION

By completing this form you authorize Morinville Community Library to report your personal information relevant to legal and financial reporting obligations according to the Library’s policies.

Please complete and return this form to the Library Director.

Name (print) _____ Telephone _____

Address _____

City _____ Province _____ Postal Code _____

Email _____

Birthdate _____

I understand the information is collected, used, and disclosed in accordance with the law under the authority of the *Freedom of Information and Protection of Privacy Act*.

This consent shall be and remain in effect for duration of term(s), unless otherwise specified or revoked in writing prior to that date.

Signature

Date

The information on this form is collected under Section 33© of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Community Library. If you have any questions, please contact the Information Management/FOIP coordinator for the Morinville Community Library at 10119-100 Avenue, Morinville, AB T8R 1P8 or 780-939-3292.