



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL		NO: OP-20
TITLE: Records Management		Date: June 2022
		Next Review Date: June 2026

1. Policy Statement

The Dryden Public Library Board will keep and organize our records following legal standards and best practices. We will make sure that our records are able to be easily accessed, while keeping them secure and confidential. This policy sets out how and for how long we will keep records.

2. Definitions

- 2.1 Record means information in any format and includes things like documents, financial statements, files, minutes, accounts, letters, plans, maps, drawings, photographs, films, etc.
- 2.2 Active record means a record that is kept and is currently being used.
- 2.3 Disposal or disposition means the final decision about whether we keep a record after it is no longer active (i.e. kept or destroyed).
- 2.4 Destruction or destroy means to get rid of forever (e.g. through shredding).
- 2.5 Permanent Records mean those records that have a long-term value to us and show our history. They include records showing when the Board was created, our policies, key events and milestones, and changes to how we operate.
- 2.6 Record Series means records that are about the same thing or have something in common with one another.
- 2.7 Retention and Disposal Schedule (RDS) means a description of the types of record series that we have, how long these types of records they need to be kept, and what their final disposition will be based on legal, business, and historical needs (Appendix A).
- 2.8 Transitory Record means any record that is only used for a short time and is not needed to follow legislation, set rules and procedures, set policy, certify a transaction, become a receipt, or be proof about decisions made by the library. Examples of such records include: extra copies, working documents, and notes from a meeting for which the reports and minutes have been finalized or adopted.

3. Context for retention

- 3.1 Records must be kept in a secure and accessible way as per the *Ontario Municipal Act, 2001*.
- 3.2 The *Municipal Freedom of Information and Protection of Privacy Act*, requires that we make sure the public can see some records, such as board meeting minutes. This rule is also in the *Public Libraries Act 28 (1)*.

- 3.3 The City of Dryden has policies of and procedures regarding records management that the Library must follow, where they can be applied.
- 3.4 More rules for keeping records for set lengths of time are in other pieces of legislation. For example, the CRA requires us to keep financial records for 7 years or the Employment Standards Act requires us to keep employment records for three years and vacation records for five.

4. Protection, Access and Storage

- 4.1 The CEO must follow and enforce this policy.
- 4.2 All records will be clearly labeled with their record series and file name.
- 4.3 Records will be kept in a way that reduces the risk of loss or damage due to flood, fire, etc, as we are able.
- 4.4 Records will be kept in a way that gives access only to those that should be able to see them.
- 4.5 Staff will follow our policies about privacy and accessibility when people ask to look at records. See *OP-03 Privacy* and *OP-04 Access to Information*.

5. Disposition of Records

- 5.1 Transitory records, unless they are needed for legal reasons, will not be kept and may be destroyed at any time after they are not being used.
- 5.2 Records will not be kept beyond the retention period without a valid reason. Where records must be kept for tax audits or legal issues, the retention period is only paused for those records that are needed.
- 5.3 Records are only destroyed following the approved RDS and in a secure and confidential way.
- 5.4 The RDS will apply regardless of what format the record is in (paper, electronic, etc.).

Related Documents:

- Municipal Act, 2001 sections 253-255
- OP-03 Privacy
- OP-04 Access to Information
- HR-PAY-01 Payroll - Records
- MU-IN-04 Corporate Records and Information Management Policy
- MU-IN-06 Vital Records Policy
- MU-IN-08 Paper Records Management Procedure
- MU-IN-09 Records Disposition Procedure
- MU-IN-10 Electronic Equipment Records Disposal Procedure

History			
Approval Date:	June 2022	Approved by:	M Benson
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	