

Category: Operations
Policy Number: 403
Title: Records Retention and Disposition

Guidelines and Procedures:

1. The Library Manager will maintain adequate records to compile monthly and annual activity reports.
2. The Library Manager is responsible for the proper and complete retention and/or destruction of the records described in this policy.
3. The Library Manager has discretion to retain records longer than, but not shorter than, the period provided for in this policy.
4. Permanent records shall be stored in the library.
5. Files shall be retained as per Appendices B and C as follows:
 - Items marked P shall be kept permanently.
 - Items marked D will be destroyed without any copy being retained at the end of its service life.
 - Items marked A will be permanently held in Alberta or other Archival Center.
 - Items marked R will be reviewed at a later date.
 - H shall refer to hard copy.
 - E shall refer to electronic copy.

Reviewed May 14, 2022

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