

## **RECORDS MANAGEMENT POLICY**

The Village of Boyle Library Board and Staff will adhere to the following guidelines when dealing with records management:

1. The storage of records held by the Boyle Library is to be kept to the legal minimum consistent with the efficient operation of the Library and the preservation of meaningful historical records of the Library.
2. When records are deemed to be permanent, the confidentiality or security of the records and the implications of their possible loss or destruction should be taken into account.
3. The costs for space, storage and handling of records should be kept to a minimum.
4. The Librarian will maintain adequate records to compile monthly and annual activity reports.
5. The Boyle Public Library shall keep orderly and timely financial records of its activities so that its record are compliant with federal rules and regulations. The Income Tax Act of Canada is cited as the authority for the retention of records.
6. The Village of Boyle Library Board will maintain all records, except financial, for the Board.
7. The treasurer will maintain all financial records for the Board. Financial records such as deposit books, financial statements, and correspondence will be kept for seven years. However, audited records shall be kept as a permanent record.
8. With the exception of patron records and personnel records, the records of the Library are deemed to be public information. The Librarian will present all requests for access to the Library records to the Board, together with any comments or recommendations.
9. All patron records are confidential unless subpoenaed by law. Expired records shall be kept 2 years after expired. Northern Lights Library System will notify us of Database purge and then we shall destroy.
10. The Village of Boyle Library Board delegates authority for the destruction of records to the Librarian and/or the secretary and/or the treasurer. Those so delegated shall destroy the records in a responsible fashion (shred), and will report the destruction of such records to the Board on a continuing basis
11. There will be a one-time fee of \$25.00, or \$50.00 for a continuing request, before processing of a FOIP request will begin.