

Records Retention

Boyle Public Library keeps orderly and timely records of the business of the library. This policy ensures that procedures are followed that comply with federal rules and regulations, provincial legislation, and with the needs of the Boyle Public Library.

The Income Tax Act of Canada and the Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP) are used as authority for the retention of records.

Boyle Public Library retains and disposes of records as outlined in Appendix I.

Records, as set out in Appendix I, are:

- a) Destroyed – the records shall be destroyed without any copy being retained.
- b) Permanent – the original records shall be preserved and never destroyed.
- c) Replaced – annual forms replaced with new forms.

Permanent records are held as

- a) Hardcopy – original document is retained.
- b) Electronic – original document is maintained on line with no hard copy or original is maintained on line as a template.

The Village of Boyle Library Board has discretion to retain appropriate records of anniversary years, i.e. five year intervals beginning 1990.

Depending on the format, records referred to in Appendix I are stored:

- a) In electronic format and held in a safe; or
- b) In labeled files in a filing cabinet; or
- c) In secure off-site storage.

Personal Information Banks

Village of Boyle Library Board protects information about its customers under its Confidentiality of User Records policy

Staff Personnel records are managed under the Records Management policy

Location: Boyle Public Library (Manager's Office)

Information: Hiring documentation, performance evaluations, and report of training, attendance records and remuneration.

Use: to manage personnel functions.

Users: Administration staff and finance officer

Village of Boyle Library Board member records are managed under the Records Management policy.

Location: Boyle Public Library (Manager's Office)

Information: Addresses, Phone numbers.

Use: Communication and service recognition information.

Users: Boyle Public Library Staff and Board members.