

## **RECORD KEEPING**

### **PURPOSE**

This policy presents Board criteria for the retention of Library records.

### **POLICIES**

- The Secretary Treasurer and Librarian will maintain adequate records to compile monthly and annual activity reports.
- The Secretary Treasurer will maintain all records for the Board.
- With the exception of those materials obtained for the express purpose of public use, the records of the Library are confidential and may be accessed only with the permission of the Board.
- Individual employee files will be maintained by the Secretary Treasurer.

### **PROCEDURE**

- The Secretary Treasurer will determine the best method of retaining the necessary records of the Library. This procedure will address the following issues:
  - a) Redundancy
  - b) Importance (or the lack thereof)
  - c) Age(Only those records which fall within the criteria for “necessary records” will be retained. All others will be discarded using procedures as dictated through the FOIP Act.)
- The Secretary Treasurer will present this “records retention method” to the Board for approval.
- The Secretary Treasurer will ensure that this method is carried out.
- The Secretary Treasurer will present all requests for access to the Library’s records to the Board together with any comments or recommendations. (To facilitate good customer service, these requests will be given to the Board Chairperson for rapid consultation with the Board Members.)

## **RECORD RETENTION POLICY**

P – Permanent

<b><u>SUBJECT</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>YEARS</u></b>
<u>Alta. Community Development</u>	Public Library Statistics	5
<u>Annual Reports</u>		P
<u>Audit</u>	Monthly Financial Statement	1
	Final Audit	P
<u>Bank</u>	Deposit (Pass) Books	7
	Statements	7
<u>Board</u>	Minutes	P
<u>Budgets</u>	Final	P
<u>By-Laws</u>	All	P
<u>Cheques</u>	Paid (Cancelled)	7
	Registers	7
	Stubs/Duplicates	7
<u>Correspondence</u>	General	7
<u>Employees</u>	Job Applications (Hired)	P
	Job Applications (Not Hired)	1
<u>Grant Applications</u>	General	7
<u>Income Tax</u>	TD1	7
	T4 Slips/Summaries	P
<u>Leases</u>	After Expiration	7
<u>Ledgers</u>		P
<u>Legal</u>	Proceedings	P
<u>Licenses</u>	Business (After Expired)	5
<u>Payroll</u>		P
<u>Policy</u>	After Superseded Beginning 1993	10
<u>Project Applications to Province</u>	Step, Pep etc.	7
<u>Purchase Orders , Receipts &amp; Req. Paid</u>		7
<u>Summer Reading Program Files</u>		2
<u>Supplies</u>	Invoices	7
<u>Termination</u>	Employees	P