

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

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

Policy Statement:

The Library Manager shall keep orderly and timely records of the business of the library.

Guidelines and Procedures:

1. The Library Manager will maintain adequate records to compile activity reports as requested.
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. Records shall be reviewed by complete calendar year and either destroyed or retained.
4. Permanent records shall be stored in the library.
5. Files shall be retained as per Appendix D attached as is indicated below:
 - 5.1 Items marked P shall be kept permanently.
 - 5.2 Items marked D will be destroyed without any copy being retained at the end of its service life.
 - 5.3 Items marked A will be permanently held in Alberta or other Archival Center.
 - 5.4 Items marked R will be reviewed at a later date. H shall refer to hard copy; E shall refer to electronic copy.
6. Appendix E attached defines transitory records and their disposition and shall form a part of this policy.

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Date Approved: November 14, 2012

Date to Review: March 18, 2023