

## TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

**Category:** Library Operations

**Policy Number:** LIB-03-015

**Title:** Records Management

1. Vegreville Centennial 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 Library.
2. The Income Tax Act of Canada and the Province of Alberta Freedom of Information and Protection of Privacy (FOIP) Act are used as authority for the retention of records.
3. The Library retains and disposes of records as outlined in Schedule A.
4. Records, as set out in Schedule A, are:
  - a) Destroyed (De) - the record shall be destroyed without any copy being retained.
  - b) Permanent (P) - the original record shall be preserved and never destroyed.
  - c) Destroyed when Superseded or Obsolete (S/O) - the original record is destroyed after a certain number of years or once superseded or obsolete, whichever comes first. E.g. "12 S/O" indicates that the record shall be held for 12 years or until superseded or obsolete, whichever comes first.
5. Permanent records are held as:
  - a) Hardcopy (H) - the original document is retained.
  - b) Electronic (E) - the original document is maintained online, or the original is maintained online as a template.
6. Depending on the format, records referred to in Schedule A are stored:
  - a) in electronic format on a password-protected computer terminal; or
  - b) in labeled files in a locked filing cabinet or drawer; or
  - c) in secure off-site storage.
7. Files are securely stored in the absence of the FOIP officer.

Date Approved: April 21, 2021

Board Chair Signature: \_\_\_\_\_



Date to be Reviewed: April 2024

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**Continuation of Policy Number: LIB-03-015**

**Title: Records Management**

<b>SCHEDULE A</b>			
<b>SUBJECT</b>	<b>DESCRIPTION</b>	<b>RETENTION PERIOD (IN YEARS)</b>	<b>ACTION</b>
Accountants	Working Papers	7	De
Accounts	Paid Invoices	7	De
Administration	Reports (Not Part of Minutes)	7	De
	Reports (Part of Minutes)	P	H
Advertising	General	2	De
Agendas	Part of Minutes	P	H, E
Agreements	General	12 S/O	De
	Legal	12 S/O	De
Alberta Community Development	Public Library Statistics (Annual)	7	De
	Grant Applications	P	H
Architect Drawings	Building	P	H
Assets	Permanent Files	P	H
	Temporary Files	7	De
Audit	Working Papers	7	De
	Final	P	H
Bank	Deposit (pass) books	7	De
	Memos (debit & credit)	7	De
	Reconciliations	2	De
	Statements	7	De
Board	Minutes	P	H
Briefs/Reports	To government	7	De
Budgets	Final	P	H
Building	Design Estimates	3	De
	Files	15	De
	Inspection Records	P	H

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	Purchase of land	P	H
Bylaws	All	P	H
Cash	Receipts Journal	7	De
	Petty Cash reports	7	De
	Disbursements journal	7	De
	Duplicate Receipts	7	De
Certificates	Of Title	P	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/Duplicates	7	De
Contracts		12 S/O	De
Correspondence	General	7	De
	Historical	P	H
Court Cases		P	H
Deeds		P	H
Employee Benefits	WCB Claims	5	De
	Health Claims (e.g. Alberta Health Care, Blue Cross, etc.)	5	De
Employees	Job applications & resumes (hired)	3	De
	Job applications & resumes (not hired)	1	De
	Temporary employees (after term of employment)	1	De
	Job Descriptions (after position abolished)	3	De
	Personnel Files	P	H
Files	See subject matter	-	-
Financial Statements	Budget-to-actual	12	De
Grant Applications	General, including unsuccessful	7	De
	Provincial operating	P	H

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GST	Applications for refund	7	De
Income Tax	Deductions	7	De
	T4 Slips/Summaries	7	De
	TD1 Forms	1	De
Insurance	Claims, after settled	12	De
	Records (after expiration)	12	De
Inventory	Records, year end	7	De
Journals	General	P	H
Land	Purchase	P	H
Ledgers	General	P	H
Legal	Opinions	12 S/O	De
	Proceedings	12 S/O	De
Legislation	Acts, Regulations (after superseded)	1	De
Media Releases		P	H
Minutes	Library Board	P	H
	Committee	P	H
Needs assessment	Plan of Service	7	De
Newspaper clippings		P	H
Patrons	Registration forms (after expiration)	2	De
	Reference questions (after statistics complete)	1	De
	Loan records (computer)	Current loans only	De
	Interlibrary loan (after statistics complete)	Current loans only	De
Payroll	Garnishees	3	De
	Individual Earnings Records	6	De
	Journal	P	H
	Time sheets - daily/overtime	5	De

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	El records	5	De
	Records of Employment	P	H
Photos	General, Albums	P	H
Policies	After superseded	5	De
Programs	Plans, reports, evaluations	7	De
	Registrations	1	De
	Samples and mementos	P	H
	One-of-a-kind e.g. anniversary, opening - samples and mementos	P	H
Project applications		P	H
Publications		7	De
Purchase Orders	Paid	5	De
Receipts	Books	7	De
Reports	Management (monthly)	5	De
Supplies	Invoices	7	De
Termination	Employees	P	H
Trial Balances	Year end	7	De
Vendors	Correspondence	1	De
Workshops	Employees/Board Members	5	De
	Training & Development	5	De