

Vilna & District Municipal 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 monthly and annual activity reports.
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 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 Centre
 - 5.4 Items marked **R** will be reviewed later. **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 part of this policy.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024