

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY SERVICES

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Board Approved – November 2013

16.0 RETENTION OF LIBRARY RECORDS

Viking Municipal Library will retain the following library records based on the schedule provided by the Canadian Income Tax Act and in accordance with schedules provided by the Viking Municipal Library Board. The records are held in hardcopy and/or CD or DVD formats. The Viking Municipal Library Board Chairman has the discretion to retain records longer than the period provided for in this policy.

16.1 Schedule of records retention

- a) Cash receipts and deposit books, copies of paid invoices, receipt books, cancelled cheques, cheque stubs, year-end trial balances, accounts payable, bank statements will be held for 7 years.
- b) Bank reconciliations, outstanding cheques, design estimates will be held for 3 years.
- c) Employee records, including personnel files, job applications of hired personnel and personnel evaluations, payroll records, including T-4 slips, WCB claims and attendance records will be kept for the duration of an employees' employment period and for 7 years after termination of employment.
- d) Unsolicited resumes, job applications (not hired), interlibrary loan requests, daily log books will be held for 1 year.
- e) Grant applications, applications for STEP will be held for 7 years.
- f) Board minutes, agendas, agreements, annual reports, assets and final audit reports including financial statements, final budgets, bylaws, historical correspondence, legal correspondence will be held permanently.

16.2 Disposition of Viking Municipal Library Records

- a) Library records which have been slated for disposal following the time guidelines outlined in policy 16.1, shall be shredded or incinerated by the Library Manager and/or appointed personnel. The records to be disposed of shall be listed in a document to the Viking Municipal Library Board and then, the Board shall make a motion for the destruction of the records. The records will then be disposed of by the Library Manager or appointee and a record will be made of the date, method of disposal and time of disposal.
- b) Permanent library records will be kept locked in the library in either a filing cabinet or room designated for this purpose.