

## **AD: REC - Record Retention Policy**

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### **POLICY:**

#### **Retention of Library Records**

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained. The Lac La Biche County Library Board will retain the library records based on the schedule outlined in the Records Retention Schedule Policy (AD:RCR).

#### **Protection of Library Records**

Permanent library records for both library locations will be stored at ALLB in locked metal cabinets. The Lac La Biche County Library Board will retain electronic copies both onsite and at a secondary location (Dropbox for Business) in case of a disaster. For detailed information on records handling and storage in the advent of a disaster please refer to policy AD:SEC (Security Planning & Disaster Recovery).

Regular backups onto flash drives and portable hard drives should occur monthly and at the end of the fiscal year. USB devices are to be kept onsite in locked cabinets and portable hard drives stored in the safe. Each staff member is responsible to scan their devices regularly to ensure that the data is secure and that no viruses are present.

When employees are authorized to access files off-site, it will be online via Dropbox for Business. Dropbox for Business is a highly secure site in which files can be kept confidential and a logon is required to access the files. The Library Director and the Administrative Assistant have administrative privileges to close accounts when staff leave, manage shared documents, and ensure that the records retention schedule is upheld. Updates to Dropbox files should occur on a regular basis.

#### **Disposition of Lac La Biche County Library Board Records**

Library records which have been slated for disposal following the time guidelines outlined in policy shall be shredded or incinerated by the Library Director and/or appointed personnel. The records to be disposed of shall be listed in a document to the Lac La Biche County Library Board.

The Library Board will make separate motions for the destruction of the records only if the item is not covered in the Records Retention Schedule. The records will then be disposed of by the Library Director or appointee and a record will be made of the date, method of disposal and time of destruction. ♦

