**HIGH PRAIRIE MUNICIPALLIBRARY**

**BYLAW AND POLICY MANUAL**

**POLICY C-3**

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

**CONFIDENTIALITY OF USER RECORDS**

**RECORD KEEPING**

***Purpose***

 This policy presents Board criteria for the retention of Library records.

***Policies***

1. The Library Manager will maintain adequate records to compile monthly and annual activity reports.
2. The Library Manager will maintain all records for the Board.
3. With the exception of those materials obtained or documented for the express purpose of public use, the records of the Library are confidential and may be accessed only with the permission of the Board.
4. Individual employee files will be maintained by the Library Manager.
5. User records: confidentiality unless subpoenaed by law.

***Procedures***

1. The Library Manager will determine the best method of retaining the necessary records of the Library. This procedure will address the following issues:
2. Redundancy
3. Importance (or the lack thereof)
4. Age

(Only those records which fall within the criteria for “necessary records” will be retained. All others will be discarded using procedures appropriate for each type of document).

Necessary records require listing and date for discard.

1. The Library Manager will present this record retention method to the Board for approval
2. The Library Manager will ensure that this method is carried out.
3. The Library Manager will present all requests for access to the Library’s confidential records to the Board together with any comments or recommendations. (To facilitate good customer service, these requests will be given to the Board Chairperson for rapid consultation with the Board Members).

**RECORDS RETENTION**

***Statement of Intent***

High Prairie Municipal 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, and with the needs of the Library.

***Conditions***

The Income Tax Act of Canada is used as the authority for the retention of records.

High Prairie Municipal Library retains records as outlined in Schedule A.

The records, as set out in Schedule A, are:

 Destroyed –the records shall be destroyed without any copy being retained.

 Permanent – the original records shall be preserved and never destroyed.

Permanent records are held as:

 Hardcopy – the original document is retained

 CD – the record is retained on a computer disk.

 Hardcopy & CD –the original document is retained and a duplicate is held on disk.

The Library Manager has discretion to retain appropriate records of anniversary years, i.e. five-year intervals beginning 1995.

***Procedures***

Authority for destruction of records is given to the Library Manager by the Board and will be recorded in the Committee minutes.

The Library Manager reports the destruction of records to the Board.

The recording of the report from the Library Manager in the Board minutes constitutes a record of the destruction.

The Library Manager is responsible for the proper and complete destruction of the records destroyed under this policy.

Permanent records are stored at the High Prairie Library in metal filing cabinets or fireproof boxes.

This policy is administered by the Board and implemented by the Library Manager.

 CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE OF APPROVAL: November 16, 2013

 REVIEW DATE: March 2, 2021

**Record Retention Policy**

**Schedule A, page 1**

**Schedule A**

**SUBJECT** **DESCRIPTION** **YEARS** **ACTION**

Accountants Working papers 7 De

Accounts Receivable Paid Invoices 7 De

\*Administrations Reports (not part of minutes 7 De

\*Agendas Agendas – part of minutes P CD & H

\*Agreement Copies, after superseded P H

 Signing page

\*Alberta Com. Dev. Public Library Statistics (annual) 5 De

\*Annual Reports Local boards 7 De

\*Annual Reports P H

Architect drawings Building P H

Assets Permanent files P H

 Record of surplus 7 De

 Temporary files 7 De

Audit Interim (December) 1 De

 Monthly financial statement 1 De

 Working papers 7 De

 Final P H

Bank Deposit (pass) book 7 De

 Memos (Debit & Credit) 7 De

 Reconciliations 3 De

 Statements 7 De

\*Briefs/Reports To Government 7 De

\*Budget Final P CD & H

Building Designs Estimates 3 De

 Files 15 De

 Inspection records P H

 Purchase of land P H

\*Bylaws All P CD & H

Cash Receipts Journal 7 De

 Petty (vouchers) 3 De

Certificates Of title P H

Cheques Paid (cancelled) 7 De

 Register 7 De

 Stubs/Duplicated 7 De

\*Committee Minutes P H

Contracts P H

Correspondence General 7 De

\*. Historical P CD & H

Court cases P H

Deeds P H

Employee benefits WCB claims P H

Employees Job applications (hired) P H

 Job applications (not hired) 1 De

 Job descriptions 5 De

 Part time employees

 (after employment) 1 De

 Personnel file P H

Files See subject matter

Financial statement See audit

Grant applications General 7 De

Inventory Records (after superceded) year end 7 De

Journals General P H

Land Purchase P H

Leases After expiration 7 De

Ledgers General P H

 Subsidiary 7 De

 Opinions P H

 Proceedings P H

Maintenance Reports P H

\*Media releases P H

Membership Records 2 De

Minutes Board P H & CD

 Committee P H & CD

Newspaper clippings P H

\*Organization Structure & records P H

Personnel files P H

Photos General P H

Policy after superceded Beginning 1993 10 De

Project applications

 To Province STEP, Pep, etc. 7 De

Purchase orders Paid 2 De

Receipts Books 7 De

Reports Management (monthly) 2 De

Requisitions Paid 7 De

Special events files

 (non historic) 7 De

Summer Reading

 Program Material (samples) 3 H

 Files 2 De

Supplies Invoices 7 De

Tenders Files 7 De

Termination Employees P H

Training &

 Development reports p H

Trial balances Year end 7 De

Utilities Location of P H

Vendors Correspondence De

 Suppliers Replace

Work diaries

 (Library Manager) Yearly 2 De

Workshops Library manager / Trustees 5 De

 Training & Development 5 De

\*Items marked with asterisks indicates articles available for public access.