



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-30  
Title: Records Retention

Category: Operational  
Policy Replacing: Operations #2 (2018)

Board Approval Date: May 13, 2025

Year of next review: 2029

### PURPOSE:

The Bracebridge Library Board recognizes the importance of organizing and retaining business and personal records according to standards that ensure ease of retrieval while maintaining appropriate levels of security and confidentiality. It also recognizes the responsibility to adhere to provincial and federal legislation relating to retention, such as those of Canada Revenue Agency.

This policy establishes record definitions and a schedule of minimum retention periods during which records must be kept by the Bracebridge Library. This policy should be read in conjunction with ***OP-36 Privacy, Confidentiality, Access to Information and Electronic Messages***.

### POLICY STATEMENT:

#### Section 1: Definitions

**Active record** means records that are retained in the library and are required for the day-to-day business of the library.

**Disposal/disposition** means the decision regarding retention after a record is no longer considered active (i.e. retained as permanent or destroyed).

**Destruction/destroy** means to eliminate permanently (e.g. through shredding) a record within a record series at a time indicated on the records retention schedule.

**Permanent Records** means those records determined to have a long-term value to the library in terms of recording its corporate, service, and cultural history. They are maintained for a variety of reasons, including documentation of the establishment of the Board as an entity, its policies, key historical events and milestones, and the evolution of the library system.

**Record** means recorded information in any format and includes, but is not limited to, documents, business records, financial statements, personnel files, minutes of Board, staff and their respective committees' meetings, accounts, correspondence, memoranda, plans, maps, drawings, photographs, and films.

**Record Series** means documents arranged in accordance with a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other defined commonality.

**Records Retention Schedule** means a description of the record series that are being managed, how long they need to be retained, and what their final disposition will be based on legal, business, and historical requirements.

**Transitory Record** means any record that has temporary usefulness and is not required to meet legislated requirements, establish guidelines and procedures, set policy, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other decisions of the library. Examples of such records include, but are not limited to: duplicate copies, working documents, digital recordings and notes from a meeting for which the reports and minutes have been finalized or adopted.

## **Section 2: Context for Retention**

1. Within the framework of the Ontario **Municipal Act 2001**, there are certain parameters that local boards (including public libraries) must follow. This includes direction that records must be retained in a secure and accessible manner, and that subject to the **Municipal Freedom of Information and Protection of Privacy Act**, certain records, such as board meeting minutes, must be accessible to the public. This requirement is echoed in the **Public Libraries Act 28 (1)**.
2. Municipalities may establish retention periods that local boards are obliged to follow.
3. In addition, other bodies to which the library must report may have their own retention requirements (e.g. Canada Revenue Agency (CRA) requirement to maintain financial records for seven years and **Employment Standards Act** employment records for three years and vacation records for five years).

## **Section 3: Protection, Access, and Storage**

1. The CEO & Chief Librarian or designate shall administer this policy, monitor compliance and ensure that all relevant legal requirements are met.
2. All records will be clearly labeled and marked. For ease of retrieval, every document shall be created with the appropriate file name, as per Library procedures.
3. Records shall be stored in such a manner to minimize risk of loss or destruction due to flood, fire, etc.
4. The CEO & Chief Librarian shall ensure that records are stored in a manner that provides access only to those authorized personnel.
5. In responding to requests to examine records, employees must observe the library's standards of confidentiality and accessibility.
6. Records management will account for changes in law, technology and operations.

## **Section 4: Disposition of Records**

1. Transitory records, unless they have become necessary for legal purposes or as otherwise provided for by law, will not be retained and may be destroyed at any time beyond their usefulness.
2. Active records will not be retained beyond the retention period without a valid reason. The reason(s) will be documented on the record(s).
3. Records are destroyed in accordance with the approved Records Retention Schedule.
4. Records retention schedules and disposition will be consistent across all media, including digital records.
5. Where records must be retained for pending tax audits or legal issues, the retention period is not changed for the entire record series, but only for those records that are required for audit or legal purposes.
6. The destruction of records must be conducted in a secure manner and be mindful of confidentiality requirements. The CEO & Chief Librarian, as records manager, holds authority to destroy all documents that have been retained beyond their retention period as outlined in the Records Retention Schedule (**Appendix A**).

**Previous Revisions:** Operations #2 (2018)

**Related Documents:** Municipal Act, 2001; Public Libraries Act; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Employment Standards Act; OP-36: Privacy, Confidentiality, Access to Information and Electronic Messages.

## Appendix A: Records Retention Schedule

Function	Records Series	Filing	Retention (years)
<b>Board</b>	Ministry - <i>Annual Survey of Public Libraries</i>	By year	Permanent
	Strategic Plans	By year	Permanent
	Annual Reports for the Library	By year	Permanent
	Board Packages (including agendas, minutes, correspondence, reports, etc.)	By meeting date	Permanent
	Committee Minutes	By committee	Seven (7)
	Library Policies	By policy number	Current
	Library Board Bylaws	By by-law number	Current
	Contracts (e.g. Leases, etc.)	By contract	Seven (7), following expiration of agreement
	Court cases pertaining to the library	By case	Permanent
	Insurance policies, records and claims	By year	Seven (7)
<b>Administration</b>	Grant applications (successful) and responses	By year	Seven (7)
	Banning notices	By series	Two (2) after expiration
	Freedom of Information requests	By name	Permanent
	Statistical reports	By year	Permanent
	Capital assets inventory		Current
	Request for reconsideration of materials in collection	By year	Two (2)
<b>Facility Management</b>	Architects' or engineers' reports, plans, drawings	By project	Seven (7)
	Inspection reports (routine and special maintenance)	By type	Four (4)
<b>Finance</b>	Audited financial statements & Auditor's reports	By year	Permanent
	Bequests	By series	Seven (7)
	Bank statements	By year	Seven (7)
	Cash records	By year	Seven (7)
	Donation receipts (copies)	By year	Two (2)
	Charitable returns	By year	Seven (7)

	Deposit records	By year	Seven (7)
	Final budgets	By year	Seven (7)
	Paid invoices	By year	Seven (7)
<b>Personnel</b>	Current employee personnel files	By name	Current
	Terminated employee personnel files	By name	Seven (7)
	Employee WSIB claims and records	By name	Seven (7)
	Job postings	By posting	Two (2)
	Resumes/applications for employment – not hired	By posting	6 months
	Pay equity/job evaluation reports and implementations documents	By year	Permanent
	Payroll	By year	Seven (7)
	Timesheets	By year	Seven (7)
<b>Labour Relations</b>	Records relating to contract negotiations and letters of intent/understanding	By year	Permanent
	Arbitration Awards	By year	Permanent
<b>Volunteers</b>	Active volunteer files	By name	Current
	Inactive volunteer files	By name	Two (2), following last volunteer activity
<b>Library Operations</b>	Active library patron accounts	Database	Current
	Expired library patron accounts	Database	Two (2), following expiry
	Outstanding fines / lost/damaged charges	Database	Retained as long as patron account is active, then two (2) following expiry
	Overdue notices	Database	Current
	Interlibrary loan records	Database	Two (2)
<b>Risk Management</b>	Incident reports	By series	Ten (10)
	Health & safety inspection reports	By year	Four (4)
	Health & Safety Committee meeting minutes	By year	Four (4)