

RAINY RIVER PUBLIC LIBRARY		
Category: GOVERNANCE		Number: GO2
	Topic: Record Retention	Page: 1 of 1
Date: August 31, 2011	Authorized by:	

This policy establishes the record retention policies of the board.

1. The library board shall retain records as shown in Schedule A to this policy.
2. Library staff are responsible for ensuring documents are handled in compliance with the retention schedule.
3. The board shall review this policy at least once every three years to ensure on-going adherence to current legal requirements.

RAINY RIVER PUBLIC LIBRARY		
Category: GOVERNANCE		Number: GO2 – SCHEDULE A
	Topic: Record Retention	
Date: August 31, 2011	Authorized by:	

**Rainy River Public Library
Record Retention Schedule (Schedule A to Policy GO2)**

Class of Record	Retention Period	Assess for Archival Value	Destroy by...	Enter on Record Discard Register
Human Resources				
1. applications from unsuccessful job candidates (including letters, resumes, references)	6 months	no	shredding	no
2. employee personnel files (including application, resume, references, performance appraisals, disciplinary letters, professional development reports, general correspondence)	term of employment plus 7 years	no	shredding	yes
3. employee payroll records, including Receiver-General remittances	7 years	no	shredding	yes
4. other payroll records, including work schedules, employee timesheets, approved applications for leave	2 years	no	shredding	yes
5. pay equity documentation, including commission orders, annual assessments, and other associated items	P	-	-	-
Circulation				
1. Borrower Records (in good standing)	Records remain active until 2 years after date of last transaction	no	deletion	no

2. Borrower Records (delinquent)	Records remain active until 7 years after date of last transaction	no	deletion	no
3. Hardcopy overdue notices, lost item notices, related correspondence	Until items are discharged and/or fines paid	no	shredding	yes
4. Hardcopy circulation reports (monthly, special purpose)	2 years	yes	shredding	yes
5. Hardcopy circulation reports (annual)	P	-	-	-
6. Circulation transaction records with identifiable patron information, including manual records taken during system-down events	until transaction is complete	no	deletion	no
Governance				
1. Contracts for library service with municipalities	7 years	yes	shredding	yes
2. Strategic plans	7 years after end date of plan	yes	shredding	yes
3. Annual statistical reports for the government of Ontario	P	-	-	-
4. Spent or superseded board policies	7 years	yes	shredding	yes
5. Spent or superseded board bylaws	P	-	-	-
6. Approved agendas, approved minutes of regular and special board meetings, approved and defeated motions, approved minutes of board sub-committees	P	-	-	-
7. Annual reports (public version)	P	-	-	-
8. General correspondence from the library board	2 years	yes	shredding	yes
9. Documentation related to legal issues involving the board	P	-	-	-

Collections				
1. Collection documentation, including records regarding policies and procedures, delivery services, holdings inventory, weeding guidelines, acquisitions, donation acknowledgments, etc.	2 years	yes	shredding	no
2. Cataloguing documentation, including book lists, MARC record printouts, processing directions, Symphony error reports.	Destroy after dealt with	no	shredding	no
Programs, Services, Promotions				
1. Program plans, including children's storytime activities, schedules, etc.	2 years	yes	recycling	no
2. Media communications, including newspaper cuttings, approved copies of media content, advertisements	2 years	yes	recycling	no
3. Signage	6 months	yes	recycling	no
4. Completed patron questionnaires, response cards, feedback forms	2 years	no	shredding	yes
5. Hardcopy of interlibrary loan processing documentation, including both in-bound and out-bound loans	completion of loan	no	shredding	no
6. Staff activity reports	2 years	yes	shredding	no
7. Documentation regarding revolving or pool collections, including contracts for service, inventory lists, etc.	for term of revolving or pool collection, plus 2 years	no	shredding	yes
8. Non-financial documentation related to fundraising activities, such as event plans, schedules, promotional items, etc.	2 years	yes	shredding	no
9. Requests for reconsideration	2 years	no	shredding	yes

Electronic Services				
1. Maintenance contracts related to computer hardware and software	7 years from termination of contract	no	shredding	yes
2. Contracts for provision of off-site/third-party electronic services (including downloadable content, databases)	7 years from termination of contract	no	shredding	yes
3. User documentation for software or other electronic resources, including username and password listings	term of use of software or electronic resource plus 2 years	yes	shredding	no
4. Listserv or general-distribution emails	until dealt with	yes	deletion	no
5. Internet booking register	1 year	no	Shredding	no
Financial				
1. Annual financial audits, annual financial statements, annual balance sheets	P	-	-	-
2. Records of monthly disbursements, cancelled cheques, invoices, account statements, annual library budgets, reports of excessive variances, deposit slips	7 years	no	shredding	yes
3. Contracts, accounts receivable, requests for reimbursement and all associated documentation for granting programs (including CAP, summer employment, one-time)	7 years from end of grant	no	shredding	yes
4. Desk revenue records	7 years	no	shredding	yes
5. Staff expense reports, including claims for reimbursement related to professional development	7 years	no	shredding	yes
Physical Plant				
1. Rental agreements for library facilities	7 years after termination of agreement	no	shredding	yes

2. Occupational Health and Safety Reports, any documentation related to activity by the Ministry of Labour	7 years	no	shredding	yes
3. Records of maintenance, correspondence regarding facilities issues	7 years	no	shredding	yes
4. Contracts for service of equipment (telephone, copiers, fax machines)	7 years after termination of contract	no	shredding	yes
5. Accident and incident reports	7 years	no	shredding	yes
Other				
1. General correspondence (in-bound), both hardcopy and electronic	until dealt with	yes	shredding and/or deletion	no
2. Minutes of third-party committees involving library staff (such as Thunder Bay networking group meetings)	7 years	yes	shredding	no
3. Community information files (note: retain <u>only</u> information related to local community, such as community newsletters, program flyers, booklets, maps, tourism/promotional material. Do not retain general information, reference materials, current events, or periodical articles unless they meet the local community criteria.)	1 year	yes	recycling	no
4. Photograph privacy waivers from patrons	P	-	-	-
5. Items from other libraries (newsletters, handouts, booklists, bookmarks, etc.)	1 year	yes	recycling	no
6. FOI request documentation	P	-	-	-