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Medicine Hat Public Library  
Category: Library  
Library Management

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Policy No. LM.1  
Title: Records Management  
Date Approved: 2007 04 04

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Purpose: The purpose of the policy is to establish the administrative structure for the retention of records in the Medicine Hat Public Library in compliance with the Freedom of Information and Protection of Privacy Act RSA 2000, Ch L-11.

### Records Management Policy

1. The storage of files held by the Medicine Hat Public Library is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the Library. See schedule A for retention schedule timelines.
2. When records are deemed to be vital, the confidentiality or security of the files and the implications of their possible loss or destruction should be taken into account.
3. The costs for space, storage and handling of files should be kept to a minimum.
4. The Chief Librarian will maintain adequate records to compile monthly and annual activity reports.
5. The Medicine Hat Public Library Board shall keep orderly and timely record of its business so that its records are compliant with federal rules and regulations. The Income Tax Act of Canada is cited as the authority for the retention of records.
6. The Chief Librarian will maintain all records for the board. Once the official minutes have been accepted, all notes and drafts relating to the meeting may be destroyed. The minutes of the Library Board meetings are deemed to be the historical record of the library and must be kept permanently.
7. With the exception of patron records; personnel records; and internal staff meeting minutes, the records of the Library are deemed to be public information.
8. All patron records are confidential unless subpoenaed by law.
9. The Board gives authority for the destruction of records to the Chief Librarian. The Chief Librarian will be responsible for the proper and complete destruction of the records destroyed under this policy, and will report the destruction of records to the Board.

## **SCHEDULE A**

### **Records Retention Schedule**

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#### *Personnel*

Employee Permanent Files	retained for five years after termination of employment, then destroyed. Chief Librarian and Department Head files: five years after termination of employment performance appraisals destroyed, remainder of file transferred to archives for selective retention.
Employee Temporary Files	information in file retained for one year or final resolution of issue, then destroyed.
Employee Medical Files	Accident reports and WCB information retained for five years after termination of employment, then destroyed. Medical information not related to the management of a specific case retained for one year.
Timesheets	retained for seven years as part of audited information, then destroyed.
Attendance Detail Reports	retained for one year, then destroyed.
Monthly Schedules	retained for one year, then destroyed.
Vacation Requests	retained for one year, then destroyed.
Interview Notes	transitory records, destroyed following creation of interview summary.
Interview Summary for unsuccessful candidates	retained for one year, then destroyed.
Interview Summary for successful candidates	retained in permanent employee file.
Employment References for unsuccessful candidates	retained for one year, then destroyed.
Employment References for successful candidates	retained in permanent employee file.
Unsolicited and Solicited Resumes	retained for one year then destroyed.
Employee Conference Reports	retained for five years, then transferred to archives for selective retention.
Chief Librarian Formal Correspondence	retained for five years or resolution of issue, whichever is longer, then transferred to archives for selective retention.
Hand-written Notes	transitory records, destroyed following resolution of issue or concern or creation of a summary, minutes, document, etc.
Job Descriptions	retained until replaced through revision or removal of job, then transferred to archives for selective retention.
Job Postings	transitory records, destroyed once position is filled.

#### *Library Administration*

Room Booking Calendars	retained for one year, then destroyed.
Room Booking Cards	retained until invoice payment satisfied, then destroyed.
Facility Rental Agreements	retained until organization ceases to rent library facilities, then destroyed.
Incident Reports	retained for three years, then destroyed.

Accident Reports retained for ten years, then destroyed. Employee accident reports are held in the employee's permanent employee file.

### *Building Information*

Building Information retained for five years or resolution of issue, then destroyed.

Building Projects – not completed Requests for proposal and submitted proposals retained until it is determined that project will not be completed, then transferred to archives for selective retention.

Building Projects Requests for proposal, awarded proposals, and general plans transferred to archives. Project details retained for two years following completion of the project, then transferred to archives for selective retention.

Architectural Drawings retained while relevant, then transferred to archives for selective retention.

Information on Equipment retained for life of equipment, then destroyed.

### *Financial Records*

Audited Financial Information retained for seven years, then destroyed.

Annual Budgets retained for seven years, then destroyed.

Collection Budgets copy sent to archives annually for selective retention. Retained in library for seven years, then destroyed.

Audited Statements retained for seven years, then destroyed.

### *Board*

Board Packages copies sent to archives annually. Packages include: board minutes, committee minutes, chief librarian and department head monthly reports, audited financial statements, annual budget, revised policies, provincial grant.

Committee Minutes included in Board package; separate copies deemed transitory.

Committee Notes transitory records, destroyed following completion of committee minutes.

Board Notes transitory records, destroyed following completion of board minutes.

Board Minutes included in Board package; separate copies deemed transitory.

Motion History retained for seven years in audited financial information. Copy sent to archives annually.

### *Union*

Union Contracts original transferred to archives when a new contract comes into effect.

Negotiation Notes retained through the negotiation of three further contracts, then destroyed.

Negotiation Background Material retained through the negotiation of three further contracts, then transferred to archives for selective retention.

### *Library Documents*

Annual Reports copy sent to archives annually.

Policy Binder	individual policies sent to archives when updated as part of the Board package.
Draft Policies	transitory records, destroyed upon approval of policy.
Staff Handbook	upon revision, copy sent to archives for selective retention.
Library Information Brochures and Handouts	two copies sent to archives annually for selective retention.
Community Needs Assessment	when published, copy sent to archives with annual shipment to archives.
Plan of Service	upon Board approval, copy sent to archives with annual shipment to archives.

*Library Programming/Publicity*

Program Publicity	copy sent to archives annually for selective retention. Retained for one year in the library, then destroyed.
Development of a New Library Service	information on how a new service is developed including background rationale, grants applied for, etc. retained in the library until service in effect for one year, then transferred to archives for selective retention.
Public Program Background Material	retained for five years or conclusion of program if ongoing, then destroyed.
Program Registration Lists	retained one week after conclusion of the program, then destroyed.
Internet Sign-up Sheets	retained one week after internet use, then destroyed; if associated with incident report, sheet is considered part of the incident report.
Advertising	copy sent to archives annually for selective retention. Retained for two years in the library, then destroyed.
Program Booklet	copies sent to archives annually.

*Patron Records*

Electronic Records	a) expired membership records with no outstanding charges will be purged from the database after three years. b) expired membership records with outstanding charges will be purged from the database after five years.
Patron Signature Cards	retained for a maximum of three months after the electronic record is purged, then destroyed.
Patron Request Cards	transitory records; retained until decision is made on purchase or non-purchase of requested item, then destroyed – cards destroyed after two years if no decision made.
Alberta Library Card Information	retained until membership has expired, then destroyed.

*Library Resources*

Theme/Subject Requests	retained for a maximum of one month following filling of request, then destroyed.
Daily Hold Reports	retained for a maximum of one week, then destroyed.
Hold Slips	transitory record, destroyed after use.
Collection Control Reports	transitory record, destroyed after use.

Interlibrary Loan Request Cards retained for a maximum of one year after request is filled, then destroyed.

### *External Organizations*

Library Association Information retained for five years or until issue is resolved, then destroyed.

Granting Organizations retained until no longer relevant to library grant requests, then destroyed.

Grant Requests grant request, response from granting organization, final grant report sent to archives following completion of the grant project. Financial details of the grant retained for seven years after expenditure of grant in audited financial information.

The Alberta Library Information retained for five years or until issue is resolved, then destroyed.

City of Medicine Hat Information retained for five years, then destroyed.

City – Library Relationship Structure retained for two years following the last review, then transferred to archives for selective retention.

Provincial Information retained for five years, then destroyed.

Society of the Friends of the Medicine Hat Public Library retained for five years, then transferred to archives for elective retention.

Library Literature retained for five years, then destroyed, unless part of library collection.

### *Non-Print Material*

Photographs retained for two years, then transferred to archives for selective retention.

Digital Images transferred electronically to the archives for selective retention. Copy also retained at the library as long as deemed necessary.

E-mail all e-mail is viewed in the same light as print information. E-mail not covered by other sections of the retention schedule are retained for period necessary for the understanding of an issue, concern, or project and then destroyed. E-mail that may be considered very reflective of issues that the library is dealing with at particular times in its existence, may be printed off and sent to the archives on an annual basis for selective retention.

Electronic Documents viewed as transitory documents. Any electronic document that fits within the criteria for transferal to the archives is to be printed off and sent to the archives on an annual basis. Electronic documents may be retained for a greater length of time than outlined in the retention schedule

Voice Mail Messages transitory records, destroyed after listened to.