

Pembroke Public Library



Policy Type: **Operational**

Policy Number: **OP-16**

Policy Title: **Retention Policy and Schedule
for Library and Board Records**

Policy Approval Date: **April 17th, 2014**

Motion #: **14:24**

Policy Review Date:

RETENTION POLICY AND SCHEDULE FOR LIBRARY AND BOARD RECORDS

Ret-1 Purpose

This Retention Policy and Schedule establishes schedules of minimum retention periods during which the receipts, vouchers, instruments, rolls or other documents, records, and papers must be kept by the Pembroke Public Library Board.

Ret-2 Destroyed and Transferred Records

The CEO as Records Manager has the authority to destroy all documents that have been retained beyond their retention period as outlined in the Retention Schedule.

The CEO shall make and retain a file, listing by category and year those documents destroyed or transferred to PPL archives.

Ret- 3 Electronic Records and Correspondence

No retention schedule is established specifically for electronic files and incoming and outgoing email except as is required for categories defined within this Policy. Email correspondence may be considered General Correspondence at the discretion of the CEO.

Ret- 4 Library Records Held by the City of Pembroke

Records and files relating to Library and Board matters which are held by the City of Pembroke will be retained within the Retention Schedule of the City of Pembroke.

These records and files may include but not be limited to records concerning payroll, pension, payroll deductions, benefits, WSIB claims and accounts payable.

Ret-5 Adoption and review of the policy

This Policy and Schedule shall not take effect until the auditor(s) of the Corporation have granted approved by endorsing their name at the end of this schedule.

This policy will be reviewed by the Board every two years in years ending in an even number. Revisions will be made as necessary but must be subsequently approved by the auditor(s) prior to taking effect.

PEMBROKE PUBLIC LIBRARY BOARD RECORDS– RETENTION SCHEDULE

IN THIS SCHEDULE “P” MEANS “PERMANENT”, “T” MEANS “TERMINATED”

CATEGORY MINIMUM RETENTION PERIOD (IN YEARS)

ADMINISTRATION: BOARD & CEO

Board Motions and Resolutions as part of the Minutes	P
Minutes, including Reports to the Board	P
Agendas	7
Board Minutes (rough notes)	2
Committee Minutes (see Minutes: Reports)	7
Committee Minutes (rough notes)	2
Annual Reports	P
Library Community Survey Reports	P
Library Community Surveys (rough notes)	2
Historical Correspondence	P
By-Law and Policy Manual, current and past versions	P
File of Destroyed and Transferred Records (see Ret-2)	P
Library Service Contracts	7 from expiry
Strategic Plans	P
Strategic Planning (rough notes)	7
Ontario Annual Survey	P
Ontario Annual Survey (rough notes)	7
Accepted Grant Applications Province. Ministries. Agencies, including Trillium	P
Accepted Grant Applications Canada, Ministries, Agencies	P
Accepted Grant Applications Non-Governmental	P
Letters of Acceptance or Rejection re Grant Applications	P
Rejected Grant Applications	7
Grant Applications (rough notes)	7
Architects/Engineers Drawings: Buildings & Sites	P
Deeds of Library properties	P City of Pembroke
Legal opinions	P
Legislation – Private Acts pertaining to Library	P
Court Cases pertaining to Library	P
Contracts (if not part of motions)	7
Agreements (if not part of motions)	7
Insurance Records	P
Insurance Claims	P
General Paper Correspondence:	
Outgoing and related incoming	7
CEO, Board, and Staff Memos	7
Petitions	7
Formal Statement of Concern About Library Materials	7
Ministry of Labour, Health & Safety Inspector Reports	P
Health & Safety Employee Representative Reports	7
Written inquiries from the public	2
Receptions and special events files	2
Media Releases, Flyers, and Announcements	2

Bi-Weekly Time Sheets	7
Employee Gifts File	7
Employee Changes Files	7
Volunteer application and file, from end of attendance	7
Police Checks/Vulnerable Sector Check – Personnel File	current and one past
– Volunteer File	current and one past
Job Applications – Applicants not hired, from closing date	2
Resumes, Unsolicited, from submission date	1
Volunteer applications, not selected, from submission date	1

LIBRARY SERVICES AND PROGRAMS

Circulation Statistics	
Paper copy, kept with Annual Survey for Ontario	P
Library Operating System database in electronic format	7
Daily Statistic Sheets	3
Collection Holdings Reports	
Paper copy, kept with Annual Survey for Ontario	P
Library Operating System database in electronic format	7
Library Materials MARC	when title discarded
Community Directory (Marketing and Outreach Sources)	until entry is amended
Library procedures	upon replacement
Vendors catalogues	no retention
General Office Electronic Correspondence, unprinted	retained as relevant

PERSONAL INFORMATION OF PUBLIC

Note: The Library operating system retains some personal information in the Borrower History beyond the return of the item or the payment of the fine or fee: overdues, fines, lost and damaged items, other fees assigned, expired holds. Therefore, the retention schedule establishes minimum retention but some information connecting the Borrower to a loan record may be retained for an indefinite period of time.

Borrower History	3
Borrower Registration providing all transaction are cleared	
Paper registration,	upon database deletion
Electronic registration:	
Moved from municipality	no retention
Cancellation by Borrower, no outstanding transactions	upon request
Death, when requested by Executor	upon request
Death, no request by Executor	2
Electronic Borrower information	
Loan transactions checked-in, no outstanding fines	upon item re-loan & return
Loan transactions, outstanding, may be retained until resolved	3 past expiry
Outstanding fines	shall be retained until resolved
Lost/Damaged charge	shall be retained until resolved
Unresolved transactions (Claimed returned)	shall be retained until resolved
Incident/Accident Reports	7
Letter of Trespass	P
Letter of Appeal	P

Fine Appeal Forms	retained as relevant and/or resolved
Laptop/E-reader Lending Forms	1 month
Multimedia Projector Lending Forms	1 month
Meeting Room Reservation Request Forms	1 year
Museum Partnership Agreements	3
Title requests for items in Library	until item is available or request is cancelled
Hold notices	when picked up or 3 days
Notice of Expired Hold	no retention
Comments to Staff in Mandarin	retained as relevant
Messages to Borrowers in Mandarin	retained as relevant
Program Registration	upon completion of program
Photo Release Forms	5
Interlibrary loan requests filled, from check-in	2 months
Interlibrary loan requests not-filled, from cancellation	2 months