



LONDON PUBLIC LIBRARY POLICY

Title of Policy: Records Management Policy

Policy Type: Board Operational Linkage

Policy No.: IP-A-01

Effective Date: March 25, 2021

Review: March 2025

PURPOSE:

The purpose of this policy is to ensure (1) that the London Public Library (Library) will provide access to and retain accurate, authentic and reliable Library Records to meet legislated requirements, to support the effective management and work of the Library, and/or to record the history of the Library, and (2) that Transitory Records and Records that are no longer required are destroyed according to pre-determined Records Retention Schedules.

SCOPE:

This policy applies to:

- Library Board Members, Employees and Volunteers,
- and all Records, in all formats, created or received by the Library in the course of carrying out roles and job-related responsibilities. This also includes Records created in the course of off-site activity or research.

This policy includes Records that document policy and program decisions or have archival or evidential importance to the Library. This policy does not pertain to items in the Library's collection acquired for use by the public.

DEFINITIONS:

Active Record means a Record referred to and used on a regular basis.

Disposal/Disposition means the decision regarding retention after a Record is no longer considered active (i.e. retained as permanent, archival or destroyed).

Destruction/Destroy means to eliminate permanently (e.g. through shredding or deletion) a Record within a Record Series at a time indicated on the Records Retention Schedule.

Employee means a person who is employed by the Library and includes all permanent and temporary roles.

Evidential Record means a Record that relates to, provides or constitutes evidence.

Permanent Record means a Record determined to have long-term value to the Library in terms of recording its corporate, service and/or cultural history.

Record means recorded information in any format and includes, but is not limited to, documents, business records, financial statements, personnel files, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, and/or films.

Record Series means a group of related Records that are normally used and filed together.

Records Management means the discipline and organizational function of managing Records to meet defined pre-determined requirements, such as business operational needs, legislation, etc.

Records Retention Schedule means a description of what Record Series are being managed, how long they need to be retained and what will be their final disposition based on legal, compliance, business, operational and historical requirements.

Transitory Record means a Record that has temporary usefulness and is not required to meet legislated requirements, set policy, establish guidelines and procedures, certify a transaction, become a receipt, or provide evidence of a legal, financial, operational or other decision of the Library. Examples of such Records include working documents and notes from a meeting for which the reports and minutes have been finalized or adopted.

Volunteer means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration. While Library Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they will be referred to as Board Members, as they have roles and responsibilities unique from those of other Volunteers.

POLICY STATEMENT:

The Library will maintain and apply Records Management policy and procedures to ensure that Records in the custody of the Library are:

- available and accessible to support strategic and operational business decisions and requests related to freedom of information as described in the *Access to Information and Protection of Privacy Policy*;
- held in an efficient, cost-effective and coordinated manner;
- secured and properly protected;
- available to support the business recovery process;
- retained as Active Records as long as required; and,
- Disposed of in accordance with established Records Retention Schedules.

The policy, procedures and Records Retention Schedules will meet and be consistent with legislated requirements and professional standards including, but not limited to, the *Municipal Act, City of London Records Retention By-law (No. A.-7323-299)*, the *Public Libraries Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Employment Standards Act*, and Canada Revenue Agency regulations.

All Records in the custody and control of the Library, regardless of the medium, are the property of the Library, are managed as corporate resources, and will be retained and preserved in a manner recognizing that Library Records are important corporate assets.

All Records are organized to facilitate access by those who require it through the proper and coordinated management of Active and non-Active Records, subject to legal and policy restraints.

Record Retention & Disposition

- 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.
- Active Records will not be retained beyond the retention period without a valid reason.
- Records are disposed of in accordance with the approved Records Retention Schedule.
- Records Retention Schedules and Disposition will be consistent across all media.
- Where Records must be retained for pending tax audits or legal issues, the Records Retention Schedule is not changed for the entire Record Series, but only for those Records that are required for audit or legal purposes.

- When Records are reviewed for Disposition, Records considered historical in content may be retained in the London Room rather than off-site.
- The Destruction of Records will be done in a secure manner, mindful of confidentiality requirements.

Storage

- Non-Active Records will be held in a safe and secure off-site location, with reasonable accessibility by authorized Library Employees.
- Storage practices will support the cost-effective use of office space, computer server space and storage facilities.

Accountability

The CEO & Chief Librarian (CEO) is accountable for the administration of the Library's Records Management Program in accordance with the approval authority provisions of the Library Board, and authorized Directors/Managers along with the CEO's Executive Assistant will act for the Library in the management of Library Records in accordance with this policy and associated procedures.

The Library Board empowers the CEO (through *Board-CEO Linkage Policy*) and authorized Directors/Manager/Executive Assistant to establish Records Retention Schedules, procedures, and external storage services required to give effect to the policy.

All Employees shall comply with the *Library Records Management Policy*, processes and corresponding procedures and schedules.

INQUIRIES:

CEO & Chief Librarian

RELATED DOCUMENTS:

Access to Information and Protection of Privacy Policy
Board-CEO Linkage Policy
Communications Policy
Communications Policy – Electronic Records

DOCUMENT CONTROL:

Approved: June 25, 2009
Reviewed: March 28, 2013 (L13/17.4)
Reviewed: March 23, 2017 (L17/16)
Reviewed: March 25, 2021