

Records Management Policy

<i>Topic</i>	Administration
<i>Authority</i>	Board
<i>Related Documents</i>	Alberta Freedom of Information and Protection of Privacy Act

Wood Buffalo Regional Library (WBRL) keeps orderly and timely records of its business in compliance with the Freedom of Information and Protection of Privacy (FOIP) Act and relevant legislation, regulations, WBRL policies, and administrative procedures.

WBRL retains and disposes of records as outlined in the Records Retention Schedule. This schedule defines:

- The retention period for records
 - Specified for a number of years.
 - **P**ermanent: the original record preserved and never destroyed.
- The action
 - **H**ard copy: the original paper document retained for the specified period.
 - **E**lectronic copy: an electronic copy of the document retained for the specified period.
 - **D**estroyed: the record destroyed after the retention period.

The Regional Municipality of Wood Buffalo Library Board authorizes the Director to:

- Destroy records in accordance with the schedule.
- Retain records longer than the period provided in the schedule at their discretion.

WBRL stores permanent records on site in appropriate secure storage.

History

Created: 1999.

Revised: September 14, 2014. November 18, 2020. September 20, 2023.

Records Retention Schedule

Record Description	Retention Period in Years	Action
Administration – General (Includes records on general administration)	2	H or E, then De
Administration – Reports and Plans (Includes technology plan, community reports, needs assessments)	5	H or E, then De
Annual Reports	P	H
Board Packages	7	H, then De
Board and Committee Minutes	P	H
Building Information (Records relating to the planning and construction of the facility, including architectural drawings)	P	H
Contracts and Agreements (Records relating to persons, firms, or corporations with whom WBRL has entered into some form of contract or agreement)	3 after expiration of contract or warranty	H or E, then De
Correspondence, Electronic or Hard Copy (Incoming or outgoing correspondence as deemed necessary for library operations.) <i>Retain correspondence that is only transitory in nature for the period necessary for understanding the issue, concern, or project and then destroy.</i>	3	H or E, then De
Finance – Accounts Payable Records of payment made to vendors providing service to WBRL. Includes invoices and supporting documentation.	7	H, then DE
Finance – Accounts Receivable (Control and operation of receivable accounts such as invoices, statements and supporting documentation.)	7	H, then DE
Finance – Audited Financial Statements	P	H
Finance – Banking (Records of deposits, cheques, petty cash, statements and monthly reconciliations)	7	E, then DE
Finance – Budgets (Includes budgets as approved by the Board and supporting documents.)	7	E, then De
Finance – Charitable Tax Receipts (Receipts issued for monetary donations to WBRL.)	7	H, then De
Finance – Grant Applications (Includes original grant submissions, supporting documentation, and final reporting documents.)	7	H, then De
Human Resources – Applications & Resumes	1	H or E, then De

(Includes application and resumes received for vacant positions, and if applicable, interview summaries and references collected for unsuccessful candidates.)		
Human Resources – Employee Records (Includes interview summary and references collected.)	7 following termination of employment	H or E, then De
Human Resources – Job Descriptions	P, until superseded	E
Human Resources – Unsolicited Resumes and Applications (Includes applications and resumes of people not interviewed or hired)	1	H or E, then De
Human Resources – Timesheets	2	H, then De
Human Resources – Payroll Register (Print from RMWB; RMWB keeps electronic copy for 7 years, then destroyed)	2	H, then De
Human Resources – Volunteer Records (Includes application, agreement, self-assessment and hours)	1	H, then De
Information Technology (Includes agreements, software applications, warranties, and other relevant IT documents)	P, until superseded or terminating event	H, then De
Insurance (Includes policies, claims and other related documentation)	P, until superseded	H
Legal Matters (Includes records related to legal issues, opinions and advice provided by a solicitor)	P	H
Marketing and Promotional Materials (Newsletters and other publications produced to advertise library programs and promote the library as appropriate.) <i>Selected materials may be retained permanently.</i>	2	H or E, then De
Borrower Records – Fees below maximum threshold	1 after expiration	E, then De
Borrower Records – Outstanding Fees above maximum threshold or lost/damaged fees	7 after expiration	E, then De
Borrower Forms	Retained until electronic record is added	H, then De
Photographs (Selective retention. Photographs deemed of historical interest)	P	H or E
Plans of Service	P	H and E
Policies and Bylaws	P, until superseded	E
Safety – Incident Reports	3	E, then De
Safety – Accident Reports	10	E, then De

<i>Employee accident reports are retained in the employee's file.</i>		
Statistics	5	E, then De