

Records Management Policy

<i>Policy Number</i>	PMP-05
<i>Topic</i>	Administration
<i>Authority</i>	Board
<i>Related Documents</i>	Protection of Privacy Act Access to Information Act Privacy Management Program Policy PMP-01

Wood Buffalo Regional Library (WBRL) maintains accurate, complete, and timely records of its business in compliance with the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), and applicable regulations, as well as WBRL policies and administrative procedures.

WBRL ensures that all records in its custody or control, including physical and electronic records, are created, managed, maintained, and disposed of in a manner that supports:

- transparency and accountability
- access to information rights
- protection of personal information
- operational efficiency and continuity

Electronic records are recognized as official records and must be managed in accordance with this policy, ensuring that appropriate systems are in place, records remain accessible, readable, and usable over time, and adequate access controls are applied to protect sensitive and personal information.

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 is 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. May 27, 2026

Records Retention Schedule

Record Category	Record Description	Retention Period in Years	Action
Administration – General	General administrative records	2	H or E, then De
Administration – Reports and Plans	Technology plans, community reports, needs assessments	5	H or E, then De
Annual Reports	Final published annual reports	P	H
Board Packages	Board meeting materials	7	H, then De
Board and Committee Minutes	Official minutes and decisions	P	H
Building Information	Plans, construction records, drawings	P	H
Contracts and Agreements	Contracts with vendors or partners	3 after expiration of contract or warranty	H or E, then De
Correspondence	Operational communications (non-transitory)	3	H or E, then De
Transitory Records	Temporary communications of short-term value	Until no longer required	H or E, then De
Finance – Accounts Payable	Invoices, supporting documentation	7	H, then DE
Finance – Accounts Receivable (Billing, statements, supporting records	7	H, then DE
Finance – Audited Financial Statements	Billing, statements, supporting records	P	H
Finance – Banking	Records of deposits, cheques, petty cash, statements and monthly reconciliations	7	E, then DE

Finance – Budgets	Approved budgets and supporting documents	7	E, then De
Finance – Charitable Tax Receipts	Donation receipts	7	H, then De
Finance – Grant Applications	Grant submissions and reports	7	H, then De
Human Resources – Applications & Resumes	Unsuccessful candidates; includes application and resumes received for vacant positions, and if applicable, interview summaries and references.	1	H or E, then De
Human Resources – Employee Records	Personnel files includes interview summary and references collected	7 following termination of employment	H or E, then De
Human Resources – Job Descriptions	Role descriptions	P, until superseded	E
Human Resources – Unsolicited Resumes and Applications	Non-selected applicants	1	H or E, then De
Human Resources – Timesheets	Time tracking records	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	Volunteer files including application, agreement, self-assessment and hours.	1 following termination of volunteer agreement	H, then De
Information Technology	Agreements, software applications, warranties, and other relevant IT documents	P, until superseded or terminating event	H, then De
Insurance	Policies, claims	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, promotional materials	2 (select may be retained permanently)	H or E, then De
Borrower Records – Fees below maximum threshold	Minor fee accounts	1 after expiration	E, then De
Borrower Records – Outstanding Fees above maximum threshold or lost/damaged fees	Outstanding/lost item accounts	7 after expiration	E, then De

Borrower Forms	Registration forms	Retained until electronic record is added	H, then De
Photographs	Selective retention: Historical/archival images	P	H or E
Strategic Plan	Strategic service plans	P	H and E
Policies and Bylaws	Governance documents	P, until superseded	E
Safety – Incident Reports	Minor incidents	3	E, then De
Safety – Accident Reports	Workplace incidents. <i>Employee accident reports are retained in the employee's file.</i>	10	E, then De
Statistics	Usage and reporting data	5	E, then De