

## LONDON PUBLIC LIBRARY POLICY

Title of Policy: Records Management Policy  
Policy Type: Board Operational Linkage  
Policy No.: IP-A-01

Effective Date: March 28, 2013

Review: March 2017

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### **PURPOSE**

The purpose of this policy is to:

Ensure accessibility to accurate, authentic and reliable London Public Library Records in all formats, including electronic, to meet legislated requirements, support the effective management and work of the Library and/or to record the history of the Library;

Ensure that the Library will retain and will not destroy any of its Records that are required to meet legislated requirements, support the effective management and work of the Library and/or to record the history of the Library;

Ensure that Transitory Records and Records that are no longer required to meet legislated requirements, support the effective management of the Library and/or record the history of the Library are destroyed according to pre-determined records retention guidelines and schedules.

### **SCOPE**

This policy applies to all records, in all formats, created or received by the Library (including its Board and Employees) in the course of carrying out job-related responsibilities, including but not limited to, records created in the course of research or off-site outreach.

### **DEFINITIONS:**

“Active records” means records that are retained in Employee offices and on-site storage areas and are required for the day-to-day business of the Library.

“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) a record within a record series at a time indicated on the records retention schedule.

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“Library” means London Public Library.

“Permanent Record” means those records determined to have a long-term value to the Library in terms of recording its corporate, service and cultural history. They are maintained for a variety of reasons, including the documenting of the establishment of the Board as an entity, its policies, key historical events and milestones and the evolution of the Library system

“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, films.

“Record Series” means documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other defined commonality.

“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 and 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 any 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, operation or other decisions of the Library. Examples of such records include: duplicate copies, working documents, notes from a meeting for which the reports and minutes have been finalized or adopted.

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### **POLICY STATEMENT:**

The London Public Library will maintain and apply records management policy and procedures which ensure that Records in the custody of the Library are:

Available and accessible to support strategic and operational business decisions;

Held in an efficient and cost-effective 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 retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards including, but not limited to: *Municipal Act, City of London Records Retention By-law (No. A.4640-291), Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act, Canada Revenue Agency regulations.*

All Records are the property of the London Public Library.

### **Records in Electronic Format**

The management of electronic records is integrated into the Library's records management program, addressing content, organization, retention, disposition, and backup, etc.

Procedures and practices with regards to electronic records, will be regularly reviewed and updated as required, given the changing nature of technology.

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### **Record Retention & Disposition**

Transitory records, unless they have become necessary for legal purposes or as otherwise provide 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 retention period 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 must 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.

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### **Accountability**

The CEO and authorized Directors/Managers will act for the Library in the management of Library records in accordance with the approval authority provisions of the Library Board.

The Library Board empowers the CEO (through Board CEO Linkage Policy) and authorized Directors/Managers to establish records management retention schedules, procedures, external storage services required to enact the policy.

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

### **INQUIRIES:**

CEO & Chief Librarian

### **RELATED DOCUMENTS:**

### **DOCUMENT CONTROL:**

Approved: June 25, 2009  
Reviewed: March 28, 2013 (L13/17.4)