REPORT TO THE LIBRARY BOARD

MEETING DATE: JUNE 25, 2009

Session:	Public Session
Subject:	Records Management Policy
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Presented By:	Margaret Mitchell
Purpose of Report:	For Decision: Approval ☑

Recommendation

It is recommended that the **London Public Library (LPL) Records Management Policy**, (as found in Appendix 1) be approved by the Library Board.

Issue / Opportunity

The purpose of this report is to present the draft LPL Records Management Policy which will govern London Public Library's records management program.

Several factors have played a role in the identification of this issue:
- Space limitations and security for the storing of growing volume of corporate paper records, on site and
- Growing volume of electronic records, both corporate and cultural (eg. on the Intranet) and those representing the work of the Library in the community.

An established records management program will enable the Library to:

- Ensure the accessibility to accurate, authentic and reliable Library records in all formats, including electronic, to meet legislated requirements and to support the work of and to record the history of the London Public Library and

- Ensure that the Library retains records that are required either by legislation or for the effective management of the Library or for the preservation of Library history.

Background & Review

At the February 2009 Board meeting, assumptions and guiding principles were approved by the Board to provide direction in the development of this policy. Consultation and research included:

- Legislative requirements, including the Ontario Public Library Act, 1990, Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act, 1990, Employment Standards Act, Revenue Canada regulations

- Local public policy context, including the policies of the City of London and the University of Western Ontario. The City of London approved its updated Records Management By-law (May 4, 2009). This enabled the Library to ensure that there was alignment with current municipal policy

- Public library context, including the policies and processes of a variety of libraries/archives in Canada

- Various professional articles and websites on records management practices

Mr. Robin Keirstead, Archivist, University of Western Ontario provided peer review of the policy and will assist in orientation and training during the early stages of implementation.

Next Steps

The implementation time line for this policy will be lengthy, given the extent and complexity of records. Staff has already begun the process of identification, classification, and off-site storage of some corporate records.

In late summer, an orientation session will be presented to the project team, to which Board members will be invited.

A schedule of milestones will be developed by the project team once the initial inventory of record series has been completed by department. It is expected that the project will be completed sometime mid- 2010.