



REPORT TO THE LIBRARY BOARD

MEETING DATE: FEBRUARY 26, 2009

Session:	Public
Subject:	Records Management Policy: Assumptions and Guiding Principles
Prepared By:	Margaret Mitchell, Susanna Krimmer
Presented By:	Susanna Hubbard Krimmer, Margaret Mitchell
Purpose of Report:	For Decision: Consent <input type="checkbox"/> Approval <input checked="" type="checkbox"/>

Recommendation

It is recommended that the **London Public Library (LPL) Record Management Policy: Assumptions and Guiding Principles** be approved by the Library Board. Following this approval, staff will draft a recommended policy and processes to bring to the Board for approval at its meeting of April 2009.

Issue / Opportunity

The purpose of this report is to aid the Library Board in setting appropriate policy to 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;
- the growing volume of electronic records, both corporate and cultural (eg. on the Intranet) and those representing the work of the Library in the community.

Background & Review

In-depth research is underway and includes investigation of the following requirements and best practices:

- 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.

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

ASSUMPTIONS AND GUIDING PRINCIPLES

Assumptions

- The accessibility to accurate, authentic and reliable Library records in all formats, including electronic, is necessary to support the work of and to record the history of the London Public Library.
- The records management policy will encompass all records, in all formats, created, received, or maintained by LPL (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.
- 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 (MFIPPA)*, *City of London Records Retention By-law*, *Public Libraries Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Employment Standards Act*, Revenue Canada regulations.
- The retention of and access to “personal information” as defined in MFIPPA, will be addressed through other policies.

Guiding Principles

- The policy will establish control over the maintenance and disposal of Library records through the development of record classification plans, retention schedules, and designated storage.
- The schedules will limit the accumulation of unnecessary records, support the timely disposition of appropriate records, and guard against the premature destruction of others.
- Records for retention will be stored in a safe and secure location, with reasonable accessibility by Library staff.
- Storage practices must support the cost-effective use of office space, server space and storage facilities.
- The management of electronic records will be integrated into the LPL’s retention program, addressing content, retention, record destruction, and backup, etc.
- The fragility and long term accessibility of electronic records in varying formats must be addressed.
- Document retention schedules will be consistent across all media and will be developed after review of legislated requirements, good records management practice and work place requirements.
- The role of the London Room, as a repository for London Public Library historical information will form part of the records management program.

- All staff will be made aware of the policy and trained, as required, in the proper management of records on an ongoing basis to ensure system-wide adherence to the policy.
- The policy and procedures, especially practices with regards to electronic records, will be regularly reviewed and updated as required.

Accountability

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

The Library Board empowers the CEO and authorized Directors/Managers to establish records management retention schedules, procedures, external storage services required to enact the policy. This is done through the Board CEO linkage policy.

All employees shall comply with the records management policy, processes and corresponding procedures and schedules.

NEXT STEPS

Following approval of the **Records Management Policy: Assumptions and Guiding Principles**, staff will bring a recommended draft policy to the Board for approval at its meeting of April 23, 2009. Staff will seek peer review with the City of London and others in the development in the draft policy and processes.

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 corporate records. The Board will be provided with a more detailed schedule in April.