

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

### **PURPOSE**

The purpose of this policy is to ensure that:

Accessibility to accurate, authentic and reliable London Public Library (LPL) 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;

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; and that

Transitory Records and Records that are no longer required are destroyed according to pre-determined records retention guidelines and schedules.

### **SCOPE**

This policy applies to:

- London Public Library Board Members, Employees and Volunteers, and
- All records, in all formats, created or received by the Library (including its Board, Employees and Volunteers) in the course of carrying out roles and job-related responsibilities. This also includes records created in the course of off-site outreach or research.

This policy includes records that document policy and program decisions or have archival or evidential importance to the Library. This policy does not pertain to items in the Library's materials collections acquired for use by the public.

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

### 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.

**Employee** means a person who is employed by the Library and includes all Employees, including Page and Casual staff.

**Evidential Record** means a record that relates to, provides or constitutes evidence.

**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.

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

**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.

**Volunteer** means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

While Library Board Members volunteer their time and do not receive remuneration, for the purposes of this policy, they will be referred to as Board Members as they have roles and responsibilities that are different from those of other volunteers.

### **POLICY STATEMENT:**

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 and requests related to freedom of access as described in the Access to Information and Protection of Privacy Policy;

Held in an efficient, and cost-effective and coordinated manner;

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

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 **meet and** be consistent **with** 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 in the custody and control of the Library, regardless of the medium, are the property of LPL, are managed as corporate resource, and will be retained and preserved in a manner recognizing that Library Records are important corporate assets.

All records are organized to facilitate access by those who require it through the proper and coordinated management of active and inactive records, subject to legal and policy restraints.

### **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.

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

### **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 **will** 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.

### **Accountability**

The CEO & Chief Librarian (CEO) is accountable for the administration of the Library's Records Management Program in accordance with the approval authority provisions of

## LONDON PUBLIC LIBRARY POLICY

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

Effective Date: March 23, 2017

Review: March 2021

---

the Library Board and authorized Directors/Managers along with the CEO's Executive Assistant will act for the Library in the management of Library records in accordance with this policy and associated procedures.

The Library Board empowers the CEO (through Board-CEO Linkage Policy) and authorized Directors/Manager/Executive Assistant 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

### **KEYWORDS:**

Records, records management, retention schedules

### **RELATED DOCUMENTS:**

Access to Information and Protection of Privacy Policy  
Board-CEO Linkage Policy  
Communications Policy  
Communications Policy – Electronic Records

### **DOCUMENT CONTROL:**

Approved: June 25, 2009  
Reviewed: March 28, 2013 (L13/17.4)  
Reviewed: March 23, 2017 (L17/16)