

Purpose: The Brooks Public Library keeps orderly and timely records of the business of the library. This policy outlines the proper methods of record retention and disposal.

1. Retention and Storage

- 1.1. The Library Manager is responsible for the retention and maintenance of library records as dictated in the Retention Schedule (Attachment A).
- 1.2. Original hardcopies of all documents retained through this policy are called the Master Files.
- 1.3. Master Files are located on the Library premises, in a secure, staff-only access location.
- 1.4. Employee files are housed in a locked file compartment, accessible only to the Library Manager.
- 1.5. A secondary, electronic copy of all Master Files, excluding employment files, is encouraged.

2. Disposal

- 2.1. In keeping with Schedule A, the Library Manager recommends documents for destruction
- 2.2. The City of Brooks Library Board Chairperson, or designate, authorizes the proper and complete destruction of the records.
- 2.3. The City of Brooks Library Board Chairperson has the discretion to retain records longer than the period provided for in this policy.
- 2.4. The Document Disposal Confirmation (Attachment B) is included in the Board Package as information.
- 2.5. A master list of destroyed documents is retained by the Library Manager.

Approved by: _____

Board Chair

Date Approved: May 28th, 2018

Attachment A

Retention Schedule

Classification	Document Type	Description	Confidentiality	Retention Type	Action	Timeline
Personnel	Permanent Employee File	Resume, Accident Reports contract, performance appraisals and reprimands, Letter of Resignation/Dismissal	Confidential	Limited Retention	Shred	7 years after termination/resignation
	Received Resumes	Solicited and unsolicited resumes, Unsuccessful Interviewee Resumes and Interview Summary	Confidential	Limited Retention	Shred	1 year after submission
Audit	Audit Box	All documents, files, receipts, journals, statements, Attendance Reports, Vacation Requests, Grant Applications Tax and Payroll information gathered throughout a fiscal year for submission to the Auditor	Private	Limited Retention with some exception, see Board Package	Shred	7 years after completion of fiscal year, Board Package is removed when returned from Auditor
	Final Audit	Final Auditor Report	Public	Permanent		
Operational	Incident Reports	Created as per HR.10 Health and Safety Policy	Private/ Confidential	Limited Retention	Shred	3 years after resolution
	Membership Paperwork Records	See Policy S.1 Confidentiality of User Records Policy	Confidential	Limited Retention	Shred	upon resolution
	Library Documents	Annual Report	Public	Permanent	Historical	
	Board Package	Minutes, Committee Minutes and Reports, Librarian Report, Financial Statements, Revised Policies and anything else included in the Board Meeting	Public	Permanent		Historical, Remove from Audit box when returned from Auditor
	Bylaws		Public	Current	Dispose	when replacement document or overturning mandate is approved, Historical selective retention
	Correspondence	Legal	Confidential	Limited Retention	Shred	7 years after resolution
	Insurance Claims		Private	Limited Retention	Shred	7 years after resolution
	Leases/Contracts		Private	Limited Retention	Shred	7 years after completion
	Plan of Service	Final Document, approved and submitted to Government	Public	Permanent		Historical
		Community Needs Assessment, Committee Minutes, Survey results, etc. used to create the final document	Public	Limited Retention	Dispose	1 years after final document is produced
	Policies		Public	Current	Dispose	when replacement document or overturning mandate is approved, Historical selective retention
	Reports	Training/Conference Reports	Private	Limited Retention	Dispose	2 years, selective retention
Record of Assets		Private	current	Dispose	updated annually	

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