



Policy Name	Records & Information Management		
Section & Number	Board – G-26	Effective Date	2022-03-17
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Author	Administrative Assistant	Next Review	2028

Policy Statement

The purpose of this policy is to outline provisions for the management of physical and electronic records created or received by the St. Catharines Public Library in order to ensure accessibility, preservation and security of information.

The policy of the Library with respect to Records Management is to:

1. Implement a standard records classification system for the efficient maintenance and retrieval of information;
2. Ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act through effective records management systems;
3. Provide for the retention, storage and retrieval of records for as long as they retain administrative, fiscal and legal value; and for the prompt destruction or archival preservation of inactive records;
4. Provide for ongoing training of staff involved in delivering the program;
5. Provide records management input into the planning and development of information systems designed to enhance information management;
6. Provide for the transfer of archival records to the designated archival storage and their subsequent availability for research;
7. Provide specific protection for essential records;
8. Standardize the types of equipment and supplies used in maintaining records within Library offices;
9. Provide input into the design of existing or future Library offices;
10. Prevent the creation of unnecessary records; and
11. Provide advice and assistance to individual members of the Library in the effective management of their records.

Scope

This policy applies to all records in all formats, created or received by the Library, and to all Library Board members, employees, or volunteers who create, receive or maintain records as part of their work on behalf of the Library.

This policy does not apply to the physical, historical or digital materials acquired for the Library collections.

This policy is supported by the Retention Schedule to guide employees in determining the disposition of records.

Definitions

Active record means records that are retained in the library and are required for the day-to-day business of the library.

Disposition means the decision regarding retention after a record is no longer considered active (e.g., retained as permanent, or destroyed).

Destruction means to eliminate permanently (e.g., through shredding).

Inactive record means records that are no longer used but may be retained for their legal, fiscal, or administrative value.

Migration means to move data files from 1) one computer storage media to another, 2) from one software version to another, and 3) moving from one operating system to another operating system.

Permanent Records mean those records determined to have a long-term value to the library in terms of recording its corporate, service, and cultural history.

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 in accordance with 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.

Retention Schedule means a description of the record series that are being managed, how long they need to be retained, and what their final disposition will be based on legal, business, and historical requirements.

Transitory Record means any record that has temporary usefulness and is not required to meet legislated requirements, establish guidelines and procedures, set policy, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other decisions of the library. Examples of such records include: duplicate copies, working documents, and notes from a meeting for which the reports and minutes have been finalized or adopted.

Vital records means those records needed to 1) resume or continue operations following a disaster, 2) to re-create the corporation's legal and financial status, and 3) to preserve the rights of the corporation, its employees and the public.

Regulations

Library records are compliant with regulations including:

[Employment Standards Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Occupational Health and Safety Act](#)

[Ontario Archives and Recordkeeping Act](#)

[Ontario Municipal Act](#)

[Public Libraries Act](#)

[Limitations Act](#)

Operational Guidelines

1. The records management process follows the records lifecycle from active records creation or receipt, through usage or distribution, inactive record storage and maintenance, to final disposition whether destruction or preservation.
2. Only one official record will be maintained according to the Retention Schedule. Unless a physical copy is required by law, the electronic record will be the official record for retention.

Usage or Distribution

3. In responding to requests to examine records, employees must observe the Library's standards of confidentiality and accessibility.

Inactive Records Storage and Maintenance

4. Records shall be stored in such a manner to minimize risk of loss or destruction due to flood, fire, etc.

5. Records shall be stored in a manner that provides access only to those in charge of the records.
6. Migration of data processes shall be constantly scrutinized to ensure that records can be readable for the duration of their retention periods.

Final Disposition

7. Each Library department is to review their records annually in the summer months of July and August, and follow the retention guidelines in the Retention Schedule.
8. Transitory records, unless they have become necessary for legal purposes or as otherwise provided for by law, will not be retained and may be destroyed at any time beyond their usefulness.
9. Active records will not be retained beyond the retention period without a valid reason.
10. Inactive records are disposed of in accordance with the Retention Schedule.
11. Vital records will be stored for maximum protection.
12. Retention Schedules and disposition will be consistent across all media, including electronic records.
13. 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.
14. The destruction of records must be conducted in a secure manner, mindful of confidentiality requirements. The CEO as records manager has the authority to destroy all documents that have been retained beyond their retention period as outlined in the Retention Schedule.

Policy Maintenance

The CEO and the Administrative Assistant will implement this policy. Management will maintain a Retention Schedule as part of the Records Management Procedure.