



Records Management

PURPOSE

To establish guidelines for the setting up and maintaining of records pertaining to the business of the Taber Public Library.

POLICY

Taber Public Library keeps orderly and timely records of the business of the Library. This policy ensures that procedures are followed that comply with federal rules and regulations, FOIP, and with the needs of the Taber Public Library.

GUIDELINES

1. The Income Tax Act of Canada and the Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP) are used as the authority for the retention of records.
2. The Library Manager will maintain adequate records to compile monthly and annual activity Reports.
3. The Library Manager will maintain all records for the board.
4. With the exceptions of those materials obtained or documented for the express purpose of public use, the records of the library are confidential and may be accessed only with the permission of the board.
5. Taber Public Library retains and disposes of records as outlined in Schedule "A".
The records set out in Schedule "A" are:
 - a. Destroyed – the records shall be destroyed without any copy being retained
 - b. Permanent – the original records shall be preserved and never destroyed
 - c. Replaced – annual forms replaced with new forms

Permanent records are held as:

- i. Hardcopy – the original document is retained
 - ii. ROM – read only memory (Flash Drives)
 - iii. Hardcopy and ROM – the original document is retained and a duplicate is held on Flash Drive/Hard drive and cloud storage
 - iv. Electronic – original document is maintained online with no hard copy or original is maintained on line as a template
 - v. Daily financial backup on hard drive and flash drive with copies on-site and off-site
- ~~6.~~ The Library Manager has discretion to retain appropriate records of anniversary ~~years i.e. five year intervals beginning 1981.~~
 7. The Board gives authority for destruction of records in accordance with Schedule "A" to the Library Manager.



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8. The Library Manager is responsible for the proper and complete destruction of the records disposed of under this policy.
9. At the Annual General Meeting (Policy B13), the Library Manager informs the Board that records were disposed of in accordance with this policy.
10. Permanent records are stored at Taber Public Library in metal filing cabinets or fireproof boxes.

Schedule "A" is attached.

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