



**Purpose:** The purpose of the policy is to establish the administrative structure for the retention of records in the Banff Public Library in compliance with the Freedom of Information and Protection of Privacy Act RSA 2000, c. F-25.

1. Definitions:
  - 1.1. Annually: means by the end of the third quarter of a calendar year
  - 1.2. Archives: means the Whyte Museum of the Canadian Rockies Archives
  - 1.3. Board: means the Banff Public Library Board
  - 1.4. Library Director: means Library Director or designate
  - 1.5. Selective retention: means a case by case decision about the length of time a document should be kept
  - 1.6. Transitory records mean records which do not have further value or usefulness beyond an immediate and minor transaction; are only required for a short time during and not usually after a transaction; are made obsolete by an updated version of a record, subsequent transaction or decision; are duplicated elsewhere; or are works in progress or drafts which have no value once the final version is produced.
2. Application of Records Management Policy: This policy applies to all administrative, legal and financial records created or acquired by the Board.
3. The storage of files held by the Banff Public Library is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the Library. See schedule A for retention schedule timelines.
4. When records are deemed to be vital, the confidentiality or security of the files and the implications of their possible loss or destruction should be considered.
5. The costs for space, storage and handling of files should be kept to a minimum.
6. The Library Director will maintain adequate records to compile monthly and annual activity reports.
7. The Banff Public Library Board shall keep orderly and timely record of its business so that its records are compliant with federal rules and regulations. The Income Tax Act of Canada is cited as the authority for the retention of records.
8. The Library Director will maintain all records for the board. Once the official minutes have been accepted, all notes and drafts relating to the meeting may be destroyed. The minutes of the Library Board meetings are deemed to be the historical record of the library and must be kept permanently.



Town of Banff  
Public Library

Policy: LM 1 – Library Management  
Title: Records Management Policy  
Motion No. 02/01/19-05  
Reviewed: January 2, 2019

References: Reviewed 2014 (2014/02/19-21)

---

9. Except for patron records, personnel records, and internal staff meeting minutes, the records of the Library are deemed to be public information.
10. All patron records are confidential unless subpoenaed by law.
11. The Board gives authority for the destruction of records to the Library Director. The Library Director will be responsible for the proper and complete destruction of the records destroyed under this policy.



## SCHEDULE A – RECORDS RETENTION SCHEDULE

Function	Record Series	Retention Period and Format
Accounts Payable	<ul style="list-style-type: none"> <li>Paid Invoices</li> </ul>	7 years from fiscal year end
Accounts Receivable	<ul style="list-style-type: none"> <li>Cash Reports/Receipts</li> </ul>	7 years from fiscal year end
Agenda Packages – approved agendas and minutes retained – also includes monthly statistics, financial statements, librarian’s reports, etc.	<ul style="list-style-type: none"> <li>Board Minutes</li> </ul>	Permanent Hard copy (Also see Minutes below)
Annual reports to Province	<ul style="list-style-type: none"> <li>Statistics, reports, Provincial grant applications</li> </ul>	Permanent
Applications for work (solicited)	<ul style="list-style-type: none"> <li>Personnel</li> </ul>	3 years from decision or 3 years from termination of employment.
Applications for work (unsolicited)		Not accepted, not retained
Applications for art shows	<ul style="list-style-type: none"> <li>Program files</li> </ul>	
Architectural Drawings	<ul style="list-style-type: none"> <li>Building</li> </ul>	Permanent
Audits	<ul style="list-style-type: none"> <li>Audited Financial Statements</li> </ul>	Permanent
	<ul style="list-style-type: none"> <li>Audits</li> </ul>	11 years from fiscal year end
Banking	<ul style="list-style-type: none"> <li>Cheque stubs</li> </ul>	7 years from fiscal year end
	<ul style="list-style-type: none"> <li>Bank statements</li> </ul>	7 years from fiscal year end
	<ul style="list-style-type: none"> <li>Investments</li> </ul>	7 years from fiscal year end
	<ul style="list-style-type: none"> <li>Deposit books</li> </ul>	7 years from fiscal year end
Budget	<ul style="list-style-type: none"> <li>Budget Working Papers</li> </ul>	3 years from fiscal year end
	<ul style="list-style-type: none"> <li>Final Annual Capital Budget</li> </ul>	Permanent
	<ul style="list-style-type: none"> <li>Final Annual Operating Budget</li> </ul>	Permanent
Bylaws	<ul style="list-style-type: none"> <li>All</li> </ul>	Permanent
Complaints	<ul style="list-style-type: none"> <li>All</li> </ul>	3 years from year end



References: Reviewed 2014 (2014/02/19-21)

Function	Record Series	Retention Period and Format
<b>Contracts &amp; Agreements</b>	<ul style="list-style-type: none"> <li>All</li> </ul>	<b>11 years from termination</b>
<b>Contracts &amp; Agreements COPIES</b>	<ul style="list-style-type: none"> <li>All</li> </ul>	<b>Project termination</b>
<b>Employee Management</b>	<ul style="list-style-type: none"> <li>Personnel Files (excludes payroll, benefit and tax information)</li> </ul>	<b>3 years from voluntary cessation of employment or 11 years from dismissal</b>
<b>General correspondence</b>	<ul style="list-style-type: none"> <li>Board</li> </ul>	<b>If important add to Board agenda packages. Otherwise treat as administrative.</b>
	<ul style="list-style-type: none"> <li>Administrative</li> </ul>	<b>7 years</b>
<b>Grant applications (other than Provincial – see Annual Reports above)</b>	<ul style="list-style-type: none"> <li>Administrative/Financial</li> </ul>	<b>7 years</b>
<b>Legal opinions</b>	<ul style="list-style-type: none"> <li>Legal</li> </ul>	<b>Permanent</b>
<b>Library Card Applications and Patron membership information</b>	<ul style="list-style-type: none"> <li>Personal patron information</li> </ul>	<b>Information entered into Library catalogue and then paper copy shredded. Personal information in library catalogue kept until 6-7 months after library membership has expired and is then permanently deleted.</b>
<b>Library Daily Report Sheets</b>	<ul style="list-style-type: none"> <li>Administrative</li> </ul>	<b>Until information compiled plus 1 full calendar year</b>
<b>Minutes</b>	<ul style="list-style-type: none"> <li>Board</li> </ul>	<b>Permanent – as of 2011 minutes kept in both hard copy and electronic (PDF) format.</b>
	<ul style="list-style-type: none"> <li>Committees</li> </ul>	<b>Permanent</b>
	<ul style="list-style-type: none"> <li>Staff Meetings</li> </ul>	<b>11 years from year end</b>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Biweekly Remittance Reports (time sheets)</li> </ul>	<b>7 years from fiscal year end</b>
	<ul style="list-style-type: none"> <li>LAPP/Pension</li> </ul>	<b>7 years from fiscal year end</b>
	<ul style="list-style-type: none"> <li>Posting Journals</li> </ul>	<b>60 years from fiscal year end (Town of Banff retains originals – Banff Public Library to retain copies for 7 years)</b>
	<ul style="list-style-type: none"> <li>Registers</li> </ul>	<b>60 years from fiscal year end (Town of Banff retains originals – Banff Public Library to retain copies for 7 years)</b>



References: Reviewed 2014 (2014/02/19-21)

Function	Record Series	Retention Period and Format
	<ul style="list-style-type: none"> <li>Year End documents and T4's</li> </ul>	<b>7 years from fiscal year end</b>
<b>Personnel Files</b>	<ul style="list-style-type: none"> <li>Personnel</li> </ul>	<b>See Employee Management Function.</b>
<b>Plan of Service</b>	<ul style="list-style-type: none"> <li>Required by Province</li> </ul>	<b>Permanent</b>
<b>Policies</b>	<ul style="list-style-type: none"> <li>All</li> </ul>	<b>7 years after superseded or repealed</b>
<b>Public Consultation</b>	<ul style="list-style-type: none"> <li>Forums</li> <li>Survey Collection Forms</li> </ul>	<b>2 years from year end</b>
	<ul style="list-style-type: none"> <li>Survey Compiled Results</li> </ul>	<b>Permanent</b>
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>Purchase Orders &amp; Requisitions</li> </ul>	<b>7 years from fiscal year end</b>
	<ul style="list-style-type: none"> <li>Quotations and Tenders – Successful</li> <li>Unsuccessful</li> </ul>	<b>11 years from project termination 3 years from decision</b>
<b>Registration and Attendance</b>	<ul style="list-style-type: none"> <li>Library Programs</li> </ul>	<b>Not retained after program</b>
<b>Reports (general)</b>	<ul style="list-style-type: none"> <li>Administrative</li> </ul>	<b>7 years</b>
<b>Requests for items and fulfillment records. Requests for information.</b>	<ul style="list-style-type: none"> <li>Interlibrary loan records</li> </ul>	<b>Destroy as soon as possible once process complete and statistics collected. Max. retention 1 year.</b>
<b>Special events (non-historic)</b>	<ul style="list-style-type: none"> <li>Program</li> </ul>	<b>3 years</b>