



# Record Retention Policy

## Policy: Retention of Library Records

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained. The Chauvin Municipal Library Board will retain the library records based on the schedule outlined.

## Protection of Library Records

Permanent library records will be stored at Chauvin Municipal Library in the storage box and cabinet.

Regular backups onto flash drives and portable hard drives should occur monthly and all files should be saved onto disc on a yearly basis. These devices are to be kept onsite in locked cabinets.

## Disposition of Chauvin Municipal Library Board Records

Library records which have been stated for disposal following the time guidelines outlined in policy shall be shredded or incinerated by the public library manager and staff.

The Library Board will make a motion for the destruction of the records.

## Policy:

The records, as set out in this schedule are:

- Destroyed – the records shall be destroyed without any copies being retained.
- Permanent – The original record shall be preserved and never destroyed.
- Replaced – Annual forms replaced with new forms.

Permanent Records may be held in the following formats.

- Hardcopy – (the original document is retained)
- Flash drive and portable drives are for working file backups not for permanent back ups.

Subject Description	Years	Action
Accounting Data	P	P
Agreements with our Partners	P	P
Annual Reports	P	P
Board Minutes	P	P
Bylaws Previous	P	P
Contracts	P	P
GST Claims	P	P

Insurance Claims	P	P
Plans of Service and Reports on Plans of Service	P	P
Policies (Current)	P	P
Revenue Canada	P	P
T4 slips/summaries	P	P
Legal	P	P
Patron Membership Databases & Forms (See Trac Policies)		
Inventory	7 years	D
Donations	7 years	D
Equipment and other proof of Purchase (manual, Warranties, Assets) (When Materials are disposed of)		D
Correspondence General	7 years	D
Banking and General Deposit Books, Memos, Accounting reconciliations, Statements, Cancelled Cheques, Invoices, and receipts, Expense Claim Forms		

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