



Otonabee – South Monaghan Public Library

Policy Type: **Operational**
Policy Title: **Records Retention Schedule**

Policy Number: **OP-15**
Date of Review/Revision: January 2024
Date of Original motion: Dec. 2011
Year of Next Review: 2027

Library Board Chair: _____, Date _____

Purpose

The Otonabee – South Monaghan Public Library Board is committed to establishing and maintaining a records retention policy that meets the requirements mandated by the Federal and Provincial governments as well as provides for accurate historical reference for the ongoing activities of the library. Official records may be in a variety of formats including paper or electronically stored information.

1. A retention schedule shall be created and reviewed regularly by the OSM Public Library Board. This retention schedule will be part of this Records Retention Policy.
2. The Library CEO has the authority to destroy any documents that have been retained beyond their retention period as outlined in the Retention Schedule. The CEO shall make and retain a file, then listing those documents destroyed.
3. All records of OSMPL except ILS.

* Please see attached Otonabee-South Monaghan Public Library Employee Document Retention Guidelines

Records Series	Filing	Retention (years)
Ministry – Annual Survey of Public Libraries	By year	Permanent
Strategic Plans	By year	Permanent
Annual Reports for the Library	By year	Permanent
Board Packages (including agendas, minutes, correspondence, reports)	By meeting date	Permanent
Committee Minutes	By committee	7 years
Library Policies	By policy number	Current
Library Board Bylaws	By by-law number	Current
Statistical reports	By year	Permanent
Capital assets inventory		Current

Request for reconsideration of materials in collection	By year	Permanent
Architects' or engineers' reports, plans, drawings	By project	Permanent
Inspection reports (routine and special maintenance)	By type	4 years
Audited financial statements & Auditor's reports	By year	Permanent
Bequests	By year	7 years
Bank statements	By year	7 years
Cash records	By year	7 years
Donation receipts (copies)	By year	2 years
Charitable returns	By year	7 years
Deposit records	By year	7 years
Final budgets	By year	7 years
Paid Invoices	By year	7 years
Written Quotations /REP	By project	7 years
Year-end working papers	By year	7 years
Current employee personnel files including performance discussions)	By name	Current
Terminated employee personnel files	By name	7 years
Employee WSIB claims and records	By name	7 years
Job postings	By posting	2 years
Resumes/applications for employment, not hired	By posting	6 months
Pay equity/job evaluation reports & implementations documents	By year	Permanent
Payroll	By year	7 years
Seniority list	By series	Current
Timesheets	By year	7 years

T4 summaries	By year	7 years
Active volunteer files	By year	Permanent
Inactive volunteer files	By name	Current
Active library patron accounts	Database	Current
Expired library patron accounts	Database	2 years
Loan transactions	Database	Retained as long as patron account is active
Loan/damaged charges	Database	Retained as long as patron account is active
Overdue notices	Database	Current
Interlibrary loan records	Database	2 years
Incident reports	By year	10 years
Health & Safety inspection reports	By year	4 years
Health & Safety Committee meeting minutes	By year	4 years

Otonabee-South Monaghan Public Library Employee Document Retention Guidelines

Different statutes set out different retention obligations. For example:

- Under the Employment Standards Act, employee records must be kept for at least 2 years after termination of employment.
- Under privacy legislation, any employee personal information upon which a decision was made affecting the employee must be retained for at least 1 year.
- Privacy legislation also requires private employers to destroy records containing employee personal information as soon as retention is no longer necessary for legal or business purposes.

Employers must also keep in mind the limitation periods for lawsuits. There is a six-year limitation period for an employee to bring an action against their former employer for breaching the employment contract (e.g., wrongful dismissal). Limitation periods are shorter for human rights and employment standards complaints and for actions against municipal employers. If an employee has left in circumstances that could give rise to a wrongful dismissal action, the employer should keep all the records for six years following the date of termination.