

KFPL Statement of Policy

Records Management

1. Purpose

The purpose of this policy is to ensure:

- Accessibility to accurate, authentic and reliable Kingston Frontenac Public Library Records in all formats, including electronic, to meet legislated requirements, to support the effective management and work of the Library and/or to record the history of the Library.
- The Library will retain and will not destroy any of its records that are required to meet legislated requirements, to support the effective management and work of the Library and/or to record the history of the Library.
- Transitory records and records that are no longer required to meet legislated requirements, support the effective management of the Library and/or record the history of the library are destroyed according to pre-determined records retention guidelines and schedules.

2. Scope

This policy applies to all records, in all formats, created or received by the Library (including its Board and Employees) in the course of carrying out job-related responsibilities.

3. Definitions

- a) **Active record** is a record that is retained in employee offices and on-site storage areas and is required for the day-to-day business of the Library.
- b) **Archival record** is a record that has been appraised for permanent retention because of its historical, fiscal, legal (including evidential), operational or administrative value.
- c) **Disposition** means the disposal of records that have no further value, or the transfer of archival records to permanent storage.
- d) **Destruction/destroy** means to eliminate permanently (e.g. through shredding) a record within a record series at a time indicated on the Retention Classification Structure.
- e) **Record** is any information, however recorded, and regardless of its form or characteristics. Records include, but are not limited to: documents, business records, financial statements, personnel files, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, films.

- f) **Record series** is a group of related files that are normally used and filed together
- g) **Records management** is the process of planning, organizing, directing and controlling all the steps involved in the life cycle of records.
- h) **Retention Classification Structure** is a description of what record series are being managed and how long they need to be retained and what will be their final disposition based on legal, compliance, business, operational and historical requirements.
- i) **Transitory Record** means any record that has a temporary usefulness and is not required to meet legislated requirements, set policy, establish guidelines and procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operation or other decisions of the Library. Examples of such records include: duplicate copies, working documents, notes from a meeting for which the reports and minutes have been finalized or adopted.

4. Guiding Principles

The Kingston Frontenac Public Library will maintain and apply records management policy and procedures which ensure that records in the custody of the Library are:

- Available and accessible to support strategic and operational business decisions;
- Held in an efficient and cost-effective manner;
- Secured and properly protected;
- Available to support the business recovery process;
- Retained active records as long as required; and
- Disposed of in accordance with established retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards.

All records are the property of the Kingston Frontenac Public Library Board.

The holdings of the Kingston Frontenac Public Library Board shall include all the records of the institutions which amalgamated into the Kingston Frontenac Public Library at January 1, 1998 by order of the Minister of Municipal Affairs and Housing.

5. Policy

5.1 General Directives

All records created or received by an employee of the Kingston Frontenac Public Library Board in the course of official business are not exempt from KFPL records management practices and procedures.

It is the responsibility of every employee holding or maintaining Library records to deliver all such records to one's successor or to the Chief Librarian/CEO or designate upon leaving employment.

Security measures must be implemented to ensure that records are created, acquired, updated, handled, used, transmitted, transported, filed, stored and destroyed in a manner appropriate to their sensitivity. These security measures must ensure the integrity of all records, protect sensitive information and personal information from unauthorized access or disclosure and protect vital records from damage or loss.

Transfer of original Library records into the possession of private organizations or individuals is prohibited except for the purposes of microfilming, duplication, format conversion, binding, conservation, or other records management and preservation procedures or authorized by policy, legislation or contractual agreement.

Records in the custody of consultants and contractors performing work for the Library may be under the control of the Library and subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

Records created by volunteers under the direction of a Library employee are corporate records subject to this policy and to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

5.2 Retention and Disposition

The retention classification structure is a timetable which prescribes a life span of records information from creation to final disposition.

In accordance with approved schedules, final disposition action must take place in a timely manner at the end of the inactive retention period.

5.3 Preservation of Archival Records

Records with archival value are those where the long term value of the records justifies their preservation. Archival records are preserved most effectively and economically when they are managed for preservation throughout the information life cycle.

Archival records must be created in formats that ensure the longest possible life of records or of the information contained in them. They must be handled and stored in a manner that minimizes damage and deterioration while in use.

Archival records must be preserved in formats appropriate to their retention periods and final disposition. Information of enduring value must be preserved using durable storage media.

5.4 Transitory Records

Transitory records are those that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record.

They are not an integral part of a records series and are not filed regularly with standard records or filing systems.

Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

After a final record has been produced and incorporated into the regular filing system, the working materials involved may become superseded or obsolete transitory records and may be destroyed unless otherwise legislated or specified in the records retention schedule.

Working materials which are required for ongoing legal, fiscal, audit, administrative or operational purposes are not transitory records.

Transitory records that are the subject of ongoing legal proceedings or a request under the *Municipal Freedom of Information and Protection of Privacy Act* must not be destroyed until after the legal proceeding or request has been completed and all possible appeals have been resolved.

5.5 Destruction of Records

Destruction of records may occur at the end of a record's life cycle as described in the approved Retention Classification Structure.

Records shall be destroyed using a method appropriate to their medium and to their content.

Records containing confidential and /or personal information shall be destroyed through a process that achieves definitive obliteration of information.

Destruction operations must maintain the security of information and protect the privacy of individuals whose personal information is contained in records.

5.6 Authority and Responsibility

The Chief Librarian/CEO and authorized Directors/Managers will act for the Library in the management of Library records in accordance with the approval authority provisions of the Library Board.

The Library Board empowers the Chief Librarian/CEO and authorized Directors / Managers to establish records management retention schedules, procedures, external storage services required to enact the policy.

All employees shall comply with the Records Management Policy, processes and corresponding procedures and schedules.

6. Appendices

Retention Classification Structure

Citation Authority Summary

7. Authorities

Public Libraries Act

Municipal Act

Municipal Freedom of Information and Protection of Privacy Act

8. Document control

Original Policy Date: 2016 (Board motion # 2016-65)

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Changes made: n/a

Next Review: 2024

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