Policy Type:	**Operational**	Policy Number:	**OP 18**
Policy Title:	Records Management	Policy Approval Date:	May 22nd, 2019
		Policy Review Date:	

Purpose

To ensure that physical and electronic records created or received by Milton Public Library (MPL), in the course of carrying out library business, are managed appropriately throughout the records' life cycle. This is necessary to facilitate the accessibility, accuracy and security of information in order to meet operational and legislative requirements.

Scope

This policy applies to the life cycle of all records in all formats, digital or physical and will be applied consistently across all media types. This policy applies to all records that are created and/or used by the Board, employees and volunteers of MPL. It also applies to records from external sources, including but not limited to, other governmental bodies, businesses and public when such records are maintained by MPL as part of its administrative and operational functions.

The policy does not apply to items in MPL's digital or physical materials collections acquired solely for use by the public. It also does not apply to historical and archival materials or items acquired by MPL as part of its Local History collection.

Definitions

Archival Record: Records determined to have historical and cultural value at MPL to warrant continuous preservation. These records are transferred to the Local History Collection at the end of their retention periods.

Classification Scheme: A document/scheme that identifies and classifies records, usually business function across different departments or groups, and provides the records' description, control, links, disposition methods and access status.

Disposition: The final action carried out on a record after its retention period has ended. This may include retaining, archiving or destroying the record.

Life Cycle: Similar to biological life cycle, a record's life cycle is a record's creation or receipt, use, maintenance, retention and disposition.

Permanent Record: Records determined to have historical, administrative, legal, or other value to the library to warrant continuous preservation.

Record: Recorded information in any format or medium, created, received and maintained as evidence in pursuance of legal obligations or in the transaction of business. This may include paper and electronic records, minutes, correspondence, financial statements, maps, drawings, photographs, etc.

Records Management: The field of management responsible for managing records in an efficient and systematic manner throughout its life cycle.

Records Series: A group of identical or related records that are normally used and filed as a unit and that permit evaluation as a unit for retention scheduling purposes.

Retention Period: The period of time during which records must be kept before disposition. The retention period is often broken into active and inactive states, and is determined by legislative, regulatory and operational requirements.

Transitory Records: Records of a temporary nature that have limited usefulness. Transitory records are not required to meet legislative obligations or to sustain administrative or operational functions.

Procedure

In the course of managing records, MPL will comply with all legislative requirements and professional standards including: the Municipal Freedom of Information and Protection of Privacy Act, the Public Libraries Act, the Employment Standards Act, Occupational Health and Safety Act and the Income Tax Act.

All records created by MPL or in the library's custody are the property of the library and are managed as a corporate resource, regardless of the medium or format.

Limited Collection

Where there is no legislative requirement to retain records or there is no compelling business reason to do so, MPL will limit its collection of information and what is contained in records. For example, when verifying identification, library staff will check identification but not record information such as a driver's license number.

MPL will ensure that all records crated by the library or in its custody are:

- Available, accessible and maintained to support management and strategic decision making and to meet operational and legislative requirements;
- Secured and properly protected against damage or unauthorised access;
- Retained and not destroyed before the defined retention periods;
- Disposed of in accordance with established retention schedules; and destroyed in a secure manner that considers confidentiality requirements.

Disposition of Records

Records that have reached the end of their retention period and are no longer needed for another valid reason will not be retained and will be destroyed.

Transitory records, unless they have become necessary for legal or administrative purposes, will not be retained and will be destroyed.

Records that are classified as permanent or archival records have a long-term value to the library, which might include recording its corporate, service and cultural history. These records will be preserved and protected to ensure their safety, availability, and recovery. As such, permanent records will be maintained by the department the record is created by, while archival records will be transferred to the Local History Collection.

Records will not be retained beyond their retention period without a valid reason authorised by the Chief Librarian or designate.

The destruction of records will be done in a secure and confidential manner and will be carried out in accordance with established procedures.

Official Records

Only one official record, whether physical or digital, will be maintained for the purpose of ensuring retention requirements.

Where an original record is not required by law, or is not classified as a permanent record for preservation, the digital record will become the official record for retention purposes. The physical record will then be considered transitory and will, therefore be disposed of.

Duplicate records that are identified in the retention schedule (such as copies as supporting documents to a report, or when the original record is submitted to the Town of Milton) are considered exceptions and are not transitory. They will be retained in accordance with the retention schedule.

Records in Electronic Format
The electronic/digital records within a record series are an alternative format or delivery of the records themselves, with no change in the transaction or content of the record.

Electronic records are governed under the same rules of the MPL records management policy, which addresses format, content, organisation, retention, disposition and backup.

The introduction of new technology will require updates to procedures and practices pertaining to electronic records which otherwise will be reviewed and changed following the same revision timeframe as this policy.

Accountability
The Chief Librarian is responsible for ensuring that records management requirements are being met and that they reflect the library policies and procedures.

The Senior Manager, Human Resources is accountable to the Chief Librarian for the general administration of the records management function.

The Deputy Chief Librarian and Managers are accountable to the Chief Librarian for the administration of their respective records series as established in the retention schedule.

The Deputy Chief Librarian and Managers are accountable to the Chief Librarian for ensuring compliance with the Records Management Policy and Procedures in their respective areas.