

Record Retention Policy

Wainwright Public Library

Town: Population in 2001 5,219

Retention of Library Records (implemented April 28,1999)

- 3.3.1 Wainwright Public Library will retain the following library records based on the schedule provided by the Canadian Income Tax Act and in accordance with schedules provided by the Wainwright Public Library Board. The records are held in hardcopy and/or diskette formats. The Wainwright Public Library Board Chairman has the discretion to retain records longer than the period provided for in this policy.

Schedule of records retention:

1. Cash receipts and deposit books, copies of paid invoices receipt books, cancelled cheques, cheque stubs, year end trial balances, accounts payable, bank statements will be held for 7 years.
2. Bank reconciliations, outstanding cheques, design estimates will be held for 3 years.
3. Employee records including personnel files, job applications of hired personnel and personnel evaluations, payroll records, including T-4 slips, WCB claims and attendance records will be held permanently.
4. Unsolicited resumes, job applications (not hired), interlibrary loan requests, memorial lists, daily log books will be held for one year (amended September 22, 1999).
5. Grant applications, job applications (not hired), applications for STEP or SEED etc. positions, special events files will be held for 7 years.
6. Board minutes and agendas, agreements, annual reports, assets and final audit reports including financial statements, final budgets, bylaws, committee minutes, historical correspondence, court cases, deeds, insurance claims, general ledger, daybook, general journal, legal opinions and proceedings, record of files destroyed, maintenance reports, media releases, photos, income tax records will be held permanently.

3.4 Disposition of Wainwright Public Library Records (implemented April

28,1999)

- 3.4.1 Library records which have been slated for disposal following the time guidelines outlined in policy 3.3, shall be shredded or incinerated by the Librarian and/or appointed personnel. The records to be disposed of shall be listed in a document to the Wainwright Public Library Board and then, the Board shall make a motion for the destruction of the records. The records will then be disposed of by the Librarian or appointee and a record will be made of the date, method of disposal and time of disposal.
- 3.4.2 Permanent library records will be kept locked in the library in either a filing cabinet or room designated for this purpose.