

RED DEER PUBLIC LIBRARY	SUBJECT: Record Retention Policy	SECTION: 3.19 PAGE: 1 DATED MAY 2002
----------------------------	-------------------------------------	--

Records Retention Policy

Red Deer 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 Red Deer Public Library Board. The Library Director 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 and tenders will be held for 3 years.
3. Employee and volunteer 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 for 7 years from the date of termination.
4. Unsolicited resumes and job applications (not hired) will be held for one year .
5. Grant applications and special events files will be held for 7 years.
6. Board minutes, agendas and approved policies, agreements, annual reports, assets and final audit reports including financial statements, final budgets, bylaws, committee minutes, historical correspondence, court cases, deeds, insurance claims, legal opinions and proceedings, record of files destroyed will be held by the Library for twenty-five years, at which point they will be deposited with the Red Deer and District Archives.
7. Video camera files will be erased before 90 days, unless required for legal reasons.
8. Customer records and transactions will be kept for a minimum of one year.

Disposition of Red Deer Public Library Records

Library staff shall purge records that have been slated for disposal following the time guidelines outlined above. The records to be disposed of shall be listed in a document to the Red Deer Public Library Board and then the Board shall make a motion for the destruction of the records. Library staff will then dispose of the records and a record will be made of the disposal.

Retained library records will be kept in a secure place until the time they are disposed of.