

FFPLTC Records Retention and Disposal Schedule

This Retention Schedule only applies to those records held by the FFPLTC. Any records held by the Town of Fort Frances shall be subject to their retention periods.

This RDS was developed based on ToFF Retention Schedule (By-law NO. 06/06-F Schedule "A") & the Archives of Ontario Common Records Series.

The Library may choose to store records on-site for their entire retention period or may choose to house the records off-site for part of that period.

Unless otherwise indicated retention periods begin to take effect once administrative actions are complete. Any records with the disposition "Consider for Archival Selection" that are not selected shall be destroyed.

Roles and Responsibilities

Staff: Staff will have the responsibility of remain following the Records Management Policy and the Retention and Disposal schedule.

CEO: The CEO is responsible for ensuring that the Retention and Disposal Schedule remains compliant with legislation and regulations regarding record retention, overseeing final records disposition, and advising the Board and staff regarding compliance.

Board: The Board is responsible for ensuring that the Records Management Policy remains up to date.

Series List

Administration (ADM): Records regarding the administration of the Library

Board & Policy (BP): Records regarding the governance of the Library

Finance & Accounting (FA): Records regarding the Library's finances; it should be noted that per the MOU all Library Financial matters are performed by the ToFF Treasury Department and therefore fall under the scope of By-law NO. 06/06-F.

Human Resources (HR): Records regarding the management of human resources within the Library; as per the MOU the Library works with the ToFF HR Department however, in this instance most employee records are held by the Library.

Legal Affairs (LA): Records regarding any legal matters effecting the Library

Library Services (LS): Records regarding the provision of library services

Media & Public Relations (MPR): Records regarding interactions with the media and public relations.

Records Series

Series Number	Series Title & Description	Retention & Disposition
Administration		
ADM-001	Administration – General Any Administration records not classification elsewhere	Destroy after 2 years
ADM-002	Associations and Organizations Records used in administering memberships in associations, organizations, societies, federations, and foundations external to the Library. Records include membership applications, correspondence, and membership fees documentation	Destroy after 6 years
ADM-003	External Committees Records related to the participation of a Library Board or staff member's participation in an external committee	Destroy after 2 years
ADM-004	Staff Committees and Meetings Records related to staff committee and minutes including agendas and minutes	Consider for Archival selection after 6 years
ADM-005	IT Systems and Architecture Information Records related to information technology architecture and standards. Includes records documenting planning and strategies for information systems	Destroy after 6 years
ADM-006	IT Systems Design Records relating to system hardware and software design and system architecture, including system specifications, and application and data design documents	Destroy 6 years after the system is superseded
ADM-007	IT Systems Deployment Records documenting the assignment of user privileges	Destroy 7 years after superseded
ADM-008	IT Systems Maintenance - Change, Enhancements, and Modifications Records relating to the maintenance of, and changes and enhancements to automated systems and software. Records documenting the correction of software defects, requests for enhancements or changes to systems and hardware. May also include upgrade planning and implementation and next release documentation	Destroy 6 years after the system is superseded or obsolete
ADM-009	IT Systems Operations Records documenting the ongoing operation of information systems, including the management and coordination of day-to-day activities such as data entry and data processing tasks as well as network maintenance and management. Also may include records relating to problems and incidents as well as other information concerning the monitoring and control of systems	Destroy after 2 years
ADM-010	IT Systems and Security Records used in safeguarding the security and reliability of automated information systems. Includes security standards, copies of disaster recovery plans, backup and recovery	Destroy 7 years after superseded

	procedures. Also includes access to mainframe requests, work requests, daily mainframe security logs, and resource material relating to technology used by users	
ADM-011	IT Systems Reports Reports and statistics of a purely administrative nature produced and used exclusively in the management of computer systems	Destroy after 2 years
ADM-012	Conferences and Seminars Records relation the Library participation in the organization and administration of conferences, meetings, and symposia.	Consider for Archival selection after 4 years
ADM-013	Office Equipment and Furniture Records related to the use of office equipment and furniture	Destroy after item is disposed of
ADM-014	Records Management Records include working papers, and indexes to schedules	Destroy 10 years after the record is superseded
ADM-015	Records Disposition Records documenting the disposal of electronic and hardcopy records.	Retain permanently
ADM-016	Travel and Accommodation Records relating to the administration and regulation of travel by library employees	Destroy after 2 years
ADM-017	Supplies Management Records relating to the request, approval, and issue of supplies like stationary, forms, and parts	Destroy after 7 years
ADM-018	Equipment Management Records relating to the maintenance and repair of equipment such as photocopiers, AV equipment, fax machines, computers, and furniture.	Destroy 7 years after equipment is replaced or disposed of
ADM-019	Accessibility of Records (F.O.I.) Records related to Freedom of Information requests	Destroy 5 years after expiration of appeal & judicial review periods
ADM-020	Facilities Construction and Renovations Records relating to the planning, design, and construction of library buildings	Consider for Archival selection 9 years after disposal of asset
ADM-021	Building and Property Maintenance Records relating to the operation and maintenance of the Library including grounds maintenance, and activities pertaining to mechanical systems.	Destroy 7 years after completion of project
ADM-022	Building and Property Maintenance - Contracted Works Records relating to contracted works for the operation and maintenance of the Library including janitorial and cleaning services, grounds maintenance, and activities pertaining to mechanical systems.	Destroy 7 years after end or non-renewal of contract

ADM-023	Building Inspections Records related to inspections of the Library including fire prevention and electrical	Destroy 8 years after inspection complete
ADM-024	Facilities Bookings Records relating to the booking of the Library's facilities including the Shaw Room	Destroy after 2 years
ADM-025	Accessibility of Services Includes records relating to the accessibility of the building, services, and information regarding accessibility shared with patrons	Destroy after 5 years
ADM-026	Access Control Records relating to the physical security of buildings	Destroy 10 years after replacement of system
ADM-027	Temporary Delegations of Authority Records relating to the temporary delegation of authority relating to library management and signing authority as they pertain to day-to-day administration	Destroy 6 years after completion of delegation
ADM-028	Forms Forms used by the Library in the provision of services	Consider for Archival selection after superseded
Board and Policy		
BP-001	Board and Policy – General Records regarding Board and policy not classified elsewhere	Destroy after 2 years
BP-002	Policies Policies created by the Board to govern the provision of Library services	Retain permanently
BP-003	Board Agenda Agendas for meetings of the Board	Destroy 5 years after superseded
BP-004	Board Minutes Minutes of meetings of the Board	Retain permanently
BP-005	Board Committee Agenda Board committee agendas	Destroy after superseded
BP-006	Board Committee Minutes Board committee minutes	Destroy after 6 years
BP-007	Goals and Objectives Records relating to goals or objectives not encapsulated within Strategic Planning	Consider for Archival selection once superseded
BP-008	Motions and Resolutions Motions and resolutions of the Board	Retain permanently
BP-009	Board Members Orientation Records related to the orientation of new Board members	Retain permanently
BP-010	Policy Research and Development Records documenting policy initiatives that lead to the development or revision of a policy	Retain permanently
BP-011	Strategic Planning Strategic planning records relate to the Library's future development	Consider for Archival selection after 10 years

Finance and Accounting		
FA-001	Finance and Accounting – General Records regarding Finance and Accounting not classified elsewhere	Destroy after 2 years
FA-002	Accounts Payable Records related to accounts payable including: advances, allowances and expenses, purchase orders, purchasing cards, and requisitions for payment	Destroy after 7 years
FA-003	Accounts Receivable Records related to cash/official receipts including bank deposit slips, cash register totals, daily deposit sheets, cash reconciliations, invoice records, cheques	Destroy after 7 years
FA-004	Banking Records related to banks and banking, including statements, correspondence, month end reports, bank books, and cash receipts	Destroy after 7 years
FA-005	Grants and Loans Records relating the receipt of grants from ministries, agencies, board and commissions from the federal or provincial government	Destroy 8 years after final receipt or payment of grant
FA-006	Budgets and Estimates Records relating to the creation of the annual budget	Consider for Archival selection after 7 years
FA-007	Assets Records relating to assets owned by the Library	Consider for Archival selection 6 years after disposal of asset
FA-008	Cheques Records relating to cheques given to the Library	Destroy after 7 years
FA-009	Employee and Board expenses Records relating to expenses incurred by staff or Board members in the course of their duties	Destroy after 7 years
FA-010	Financial Statements Library Financial Statements	Retain permanently
FA-011	Investments Records relating the Library investments	Destroy 7 years after closure of account
FA-012	Payroll Records relating to the administration of payroll including time sheets	Destroy after 7 years
FA-013	Purchase Orders and Requisitions Records relating to purchase orders and requisitions	Destroy after 7 years
FA-014	Quotations and Tenders Recordings relating to the tendering and quotation process Unsuccessful bids may be destroyed after 2 years	Destroy 7 years after expiration of contract
FA-015	Receipts Records relating to receipts given by the Library	Destroy after 7 years

FA-016	Reserve Funds Records relating to the reserve funds held by the Library	Destroy after 7 years
FA-017	Revenues Records relating to revenue generated by the Library	Destroy after 7 years
FA-018	Donations Records relating to donations given to the Library	Consider for Archival selection 7 years
Human Resources		
HR-001	Human Resources – General Records regarding Human Resources not classified elsewhere	Destroy after 2 years
HR-002	Attendance and Scheduling Records relating to scheduling the library and vacation requests	Consider for Archival selection after 2 years
HR-003	Benefits Records relating to benefits	Destroy after 7 years
HR-004	Employee Records Includes performance appraisals etc.	Destroy 3 years after employee ceases to be employed
HR-005	Health and Safety - Programs and Prevention Records related to Health and Safety including fire evacuation plans, workplace inspections, safety bulletins or technical documents used for research	Destroy 10 years after program is terminated
HR-006	Health and Safety - Control Measures Records related to the control of hazards including proper work procedures	Destroy 41 years after control is replaced or no longer necessary
HR-007	Health and Safety - Safety Data Sheets Material Safety Data Sheets and Safety Data Sheets	Destroy 2 years after superseded
HR-008	Job Descriptions & Classifications Records relating to the creation and documentation of job positions and job classifications	Consider for Archival selection 5 years after superseded
HR-009	Organization Records relating to the organization of Library employees	Consider for Archival selection after 5 years
HR-010	Training and Development Records related to the training and development of Library staff	Consider for Archival selection after 2 years
HR-011	Grievances Records relating to the administration of grievances, appeals arbitration including correspondence, copies of grievances, legal documentation, notes, decisions, and settlement documents	Destroy 7 years after resolution of claim
HR-012	Harassment and Violence	Destroy 10 years after case is closed

	Records related to official harassment and violence complaints by Library staff, including all correspondence and investigation reports	
HR-013	Criminal Background Checks Criminal Background Checks of volunteers and employees	Destroy 7 years after employee ceases to be employed
HR-014	Employee Medical Records - Hazardous Material Records relating to the exposure of Library employees to designated substances	Destroy 40 years after first record or 20 years after last record
HR-015	Employee Medical Records Occupational health records	Destroy 50 years after employee ceases to be employed
HR-016	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation	Destroy 5 years after date issued
HR-017	Claims Records related to individual WSIB claims including Form 7, physician reports, benefits history documentation, current injury/accident details, accident investigation reports, WSIB Report, and other forms, correspondence, return to work plans/certifications, employment accommodation plans and WSIB appeals	Destroy 16 years after employee ceases to be employed
HR-018	Incident/Accident Reports Records relating to incidents and accidents involving Library employees	Destroy 16 years after date of incident
HR-019	Investigations Records related to investigations of incidents and accidents involving Library employees	Destroy 10 years after investigation complete
HR-020	Unsolicited Applications Records relating to applications or resumes received unsolicited	Destroy after 2 years
HR-021	Position Vacancies/Hiring Records relating to competitions including job descriptions, candidate lists, interview questions, correspondence and ranking material	Destroy 6 years after position filled
HR-022	Ministry of Labour Orders Records relating to MoL orders and supporting documentation	Destroy 6 years after expiration of order
HR-023	Joint Health and Safety Committee Meetings Records related to the meetings of the JHSC, including agendas and minutes	Destroy after 15 years

Legal Affairs		
LA-001	Legal Affairs – General Records regarding legal affairs not classified elsewhere	Destroy after 2 years
LA-002	Claims Against the Library Claims against the Library. May include correspondence, background information, supporting documentation, investigation reports, decisions, and appeals	Retain permanently
LA-003	Claims By the Library Claims made by the Library. May include correspondence, background information, supporting documentation, investigation reports, decisions, and appeals	Retain permanently
LA-004	Opinions and Briefs Legal opinions and advice regarding issues, policies, and practices	Consider for Archival selection 16 years after superseded
LA-005	Contracts and Agreements – Simple Records regarding contract and agreements including correspondence about contracts and agreements between the Library and others, drafts, notes, and research materials	Consider for Archival selection 7 years after expiry of contract
Library Services		
LS-001	Library Services – General Records regarding library services not classified elsewhere	Destroy after 2 years
LS-002	Events Planning Records regarding the planning of library programs and events	Consider for Archival selection after 4 years
LS-003	Library Performance Records relating the performance of the Library including annual and statistical reports	Consider for Archival selection after 5 years
LS-004	Library Accessioning and Cataloguing Records documenting the accessioning and cataloguing of materials. Includes cataloguing records, classification schedules, and indexes to catalogued materials.	Destroy after removal from collection and generation of annual statistics
LS-005	Library Acquisitions Records relating to the procurement of library material through purchase, subscription, and donation	Destroy after 6 years
LS-006	Library Circulation Records related to the circulation of library material, including internal circulation, interlibrary loans and patron records	Destroy after 2 years
LS-007	Library Reference Records relating to the provision of reference services, including replies to written, e-mailed and telephone inquiries and requests, the provision of on-line computer search services and in-person reference work	Destroy after 2 years
LS-008	Completed Forms Records include fill out child registration forms, technology release forms. Records exclude Photo Release Forms. Note	Destroy after 2 years

	that the completion of administrative actions for child registration forms is the child's change in member type to youth or adult and the return of any materials outstanding from when the membership was a child-type	
LS-009	Completed Photo Release Forms Photo forms which are completed and signed	Destroy 100 years after photo taken or 20 years after person's death
Media and Public Relations - General		
MPR-001	Media and Public Relations – General Any media and public relations records not classified elsewhere	Destroy after 2 years
MPR-002	Advertising Records regarding the advertisement of Library programs and services. Includes artwork and posters advertising library services or programs	Consider for Archival selection 7 years from date of creation
MPR-003	Charitable Campaigns/Fund Raising Records relating to the management of charitable campaigns and fundraising	Consider for Archival selection after 2 years
MPR-004	Complaints, Commendations, Inquiries Records relating to complaints, commendations, and inquires; including suggestion form submissions, email and telephone inquiries	Consider for Archival selection after 2 years
MPR-005	News Clippings News clippings relating to library activities	Consider for Archival selection after 1 year
MPR-006	News Releases News releases and fact sheets	Consider for Archival selection 10 years from release of information
MPR-007	Publications Publications made by or about the library	Consider for Archival selection after superseded
MPR-008	Speeches and Presentations Records related to the speaking of a Library Board or staff member at an external event	Consider for Archival selection after 8 years
MPR-009	Visual Identity and Insignia Library logos and other identifying marks	Consider for Archival selection 5 years after superseded
MPR-010	Website and Social Media Content Content created for social media or the library's website	Consider for Archival selection after superseded