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To: Toronto Public Library Board – January 16, 2006

From: City Librarian

Subject: **Records Management Policy and Records Retention Schedule**

Purpose:

To request Toronto Public Library Board approval of a policy that will ensure the cost-effective and coordinated management of the records of the Toronto Public Library. To request Toronto Public Library Board approval of a Records Retention Schedule and report that requests the Administration Committee to recommend to City Council the enactment of a City of Toronto by-law establishing retention periods for records in the custody and control of the Toronto Public Library Board.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board:

- (1) approve the *Records Management Policy* appended as Attachment 1; and
- (2) approve the *Records Retention Schedule* appended as Attachment 2; and
- (3) approve the request of the Administration Committee to recommend to City Council the enactment of a City of Toronto by-law establishing retention periods for records in the custody and control of the Toronto Public Library Board appended as Attachment 3.

Background:

Since amalgamation, the Library has followed practices and retention periods that applied in previous library boards for the management of Library records. Prior to amalgamation, former library boards had established record retention schedules or followed their municipality's record retention schedules. Under the Municipal Act, a board's records retention schedule must be approved by City Council as a by-law. A new records retention by-law is required to harmonize the retention periods within the new Toronto Public Library, so that similar types of records will be retained for the same time periods, in accordance with the law and current administrative and audit requirements.

Comments:

The *Records Management Policy*, appended as Attachment 1, governs the creation, maintenance, retention and disposition of records generated by the Library. The policy has been developed to ensure that the Library meets its legislated obligations. The policy applies to Library staff, volunteers and members of the Board. The policy has been reviewed by the City's legal department. The policy is based on standard records management principles and consultation with the City's record management staff.

The *Records Retention Schedule* is a legal document that describes and sets out the disposition and destruction schedule for organizational records. It provides officially approved instructions for the timing of transfer and destruction of official records. As such, it is a fundamental tool of the *Records Management Policy*. The *Records Retention Schedule* was derived from a Library-wide inventory of document types, and takes into account the administrative, legal and historical records management requirements of the Toronto Public Library Board. The *Records Retention Schedule* was reviewed by the City's legal department and the City's external auditors, Ernst & Young for compliance with legal and audit requirements (see Attachment 3).

Under the *Municipal Act 2001*, the Library Board must seek City Council approval of a by-law establishing retention periods for records in the control and custody of the Board. The City's legal department has drafted a report to the City of Toronto Administration Committee and the proposed by-law, appended as Attachment 4. Upon approval by the Board of the *Records Management Policy* and *Records Retention Schedule*, that report, requesting the Administration Committee to recommend to City Council the enactment of a City of Toronto by-law establishing retention periods, will be submitted.

Conclusion:

The *Records Management Policy* and *Records Retention Schedule* will ensure the cost-effective and coordinated management of the records of the Toronto Public Library Board throughout their full life cycle.

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List of Attachments:

Attachment 1: Toronto Public Library Records Management Policy

Attachment 2: Toronto Public Library Records Retention Schedule

Attachment 3: Letter from Ernst & Young, Auditors

Attachment 4: *City of Toronto By-law Governing Retention Periods for Records in the Custody and Control of the Toronto Public Library Board* – Draft Report to the Administration Committee, City of Toronto