

**POLICY: RECORDS MANAGEMENT**

**SECTION: II – General Policies – Miscellaneous**

**MOTION#/DATE: 06 - 23 – January 16, 2006**

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**Effective Date**

January 16, 2006

**Policy Objective**

The purpose of this policy is to ensure the cost-effective and coordinated management of the records of the Toronto Public Library (the Library), throughout their full life cycle. These records include:

- (a) all records created by the Board and employees of the Library, including volunteers;
- (b) records from external sources such as other governmental bodies, businesses and the public collected and maintained by the Library; and
- (c) records that document the evolution of policy and program decisions or have archival or evidential important to the Library.

**Underlying Principles/Background**

A Records Management Program that governs the creation, maintenance, retention and disposition of records generated by the Library is required, in order to meet the obligations outlined in all applicable legislation, including, but not limited to, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Ontario Public Libraries Act, and to promote a work environment that ensures that staff members have the tools to access the information they need in a timely manner.

**Policy Statement**

All records created by the Board and employees of the Library or in the Library's custody, are the property of the Library, and are managed as a corporate resource, regardless of medium or format, to support effective decision-making, to meet

operational requirements and to protect the legal, financial and other interests of the Library. Records are organized to facilitate access by those who require it through the proper and co-ordinated management of active and inactive records, subject to legal and policy constraints.

### **Scope**

This policy applies to Library staff, volunteers, and members of the Board.

This policy applies to the creation, maintenance, retention and disposition of all records created and/or used by the Library Board and employees to conduct the Library's business.

This policy does not pertain to items in the Library's materials collections acquired solely for use by the public.

### **Specific Directives**

The Library will:

- develop and implement effective corporate records practices, policy, and standards for the creation, organization, use, retention, preservation and final disposal of records;
- develop, implement and maintain a Records Retention Schedule governing the retention and timely transfer or disposition of all records;
- establish vital records and disaster records recovery programs; and
- develop and provide training and assistance to Library employees regarding their responsibilities for records management.

### **Accountability – Roles and Responsibilities**

The City Librarian is responsible for ensuring that records management priorities and requirements are met, and that they fully reflect Library policies and priorities.

The Director, Information Technology and Bibliographic Services, is accountable to the City Librarian for the general administration of the records management function and for adherence to policy directives.

The Director of Finance is accountable for the administration of the records management function for financial records.

The Director of Human Resources is accountable for the administration of the records management function for human resources records.

The Directors are accountable for ensuring compliance with the records management policy and procedures in their respective areas.

## **Appendices**

Appendix 1: References

Appendix 2: Enquiries

Appendix 3: Related Policies

Appendix 4: Definitions

Appendix 5: Procedures and Guidelines

## Appendix 1

### References

1. City of Toronto Corporate Records & Archives “Corporate Records Management Program”
2. Municipal Freedom of Information and Protection of Privacy Act – R.S.O. 1990 c.M.56 (MFIPPA)
3. University of Toronto Archives & Records Management Services Glossary

## Appendix 2

### **Enquiries**

All enquiries about this policy should be directed to Director, Information Technology and Bibliographic Services.

## Appendix 3

### **Related Policies**

This policy must be read and applied in conjunction with the following policies of the Library, and where applicable, the City of Toronto:

Access to Information and Protection of Privacy Policy  
Financial Control Policy

## Appendix 4

### Definitions

**Final Disposition.** The final action to be taken on records at the end of their retention periods. This could include destruction or permanent retention in an archive.

**Life cycle.** The life span of a record comprised of eight stages; creation or receipt; classification; maintenance and use; disposition through destruction or transfer to an archives; description in archival finding aids; preservation; reference and use.

**Record.** A record is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

Correspondence, a memorandum, a book, a plan, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof.

**Records management.** The systematic control of all records, regardless of media format, from initial creation to final disposition.

**Records retention schedule.** A timetable that identifies the length of time a record must be retained in active and inactive status before final disposition. Also called records retention and disposition schedule.

**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.

**Vital records.** Records that are essential to resume or continue an organization; those necessary to recreate the company's legal and financial position; and/or those necessary to preserve the rights of the organization, its employees, and others associated with the organization.

## Appendix 5

### **Procedures and Guidelines**

Procedures and guidelines are, or will be, developed in the following areas in support of the policy and its requirements.

- Records Management
- Classification Scheme
- Forms Management
- Retention Schedule
- Vital Records and Disaster Records Recovery
- Standards for Corporate File Supplies and Equipment