

PERTH EAST PUBLIC LIBRARY

POLICY TYPE: OPERATIONAL

POLICY NUMBER: OP-02

POLICY TITLE: RECORDS RETENTION POLICY

APPROVAL DATE: NOVEMBER 8, 2016

DATE OF LAST REVIEW: MARCH 9, 2010

DATE OF NEXT REVIEW: NOVEMBER 2020

Statement of Purpose

The PEPL Board is committed to establishing and maintaining a records retention policy that meets the requirements mandated by Federal and Provincial governments as well as provides for accurate historical reference for ongoing activities of the Library. Official records may be in a variety of formats including paper or electronically stored information.

1. A retention schedule shall be created and reviewed regularly by the PEPL Board. This retention schedule will be part of this Records Retention Policy.
2. The Library CEO has the authority to destroy any documents that have been retained beyond their retention period as outlined in the Retention Schedule. The CEO shall make and retain a file, listing by category and year, those documents destroyed.

<i>Records</i>	<i>Minimum Retention Period</i>	<i>Disposal Recommendation</i>
Accounts Payable (includes billing, invoices, receipts, related correspondence)	7 years	Dispose
Accounts Receivable (includes receipt records, write offs, invoices, related correspondence)	7 years	Dispose
Audited Annual Financial Statements (includes auditor recommendations)	Permanent	N/A
Bank Accounts (includes deposit slips/books, cancelled cheques, bank statements, reconciliations)	7 years	Dispose
Annual Budgets	Permanent (as part of PEPL board minutes)	N/A
PEPL Board Minutes	Permanent	N/A
Grants (includes applications and supporting documentation)	7 years after completion of grant project or rejection of application	Dispose
Employee Records	7 years	Dispose