

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

REFERENCE #: 99/06

DATE APPROVED: December 8, 1999

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## Records Management Policy

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### OBJECTIVE

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An important administrative objective of the Public Library is to have an efficient and economical Records Management Program which assures the proper retention and protection of the Public Library's business records.

This program will ensure that :

- information required to complete business functions of the organization is available.
  - required financial and audit reports are maintained.
  - the cost of maintaining information is controlled.
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### SCOPE

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**This policy applies to all recorded information** received, generated or used in the course of normal business operations.

**Recorded Information is defined as** any book, document, map drawing, photographic image, letter, form, tape, disk, diskette or other object on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

**The legal custodian of the Public Library's records is** the Library Director. All records are the property of the Public Library

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### POLICY STATEMENTS

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The Public Library will improve information handling and reduce costs by establishing a Records Management Program that includes:

- maintaining an efficient filing system in central locations where practical,
- providing controlled access to all official Public Library records,
- providing systematic and regular transfer of records from office areas as well as providing for ultimate transfer or secure destruction of obsolete records in accordance with the Corporate Records Retention Schedule.

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## ROLES & RESPONSIBILITIES

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*The Library Director* is responsible for the provision of the Records Management program, including the co-ordination of transferring records, the maintenance of documentation (including file lists, indexes, and inventories), and provision of records advisory services & training to line staff.

*Supervisory Staff* are responsible for ensuring that all official business records are regularly transferred to Central File Areas.

*All Employees* are responsible for the care and protection of Public Library records in their custody

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Ed Wolak  
BoardChair

