FORT SASKATCHEWAN PUBLIC LIBRARY

Title	Records Management Policy		
Number	99/06	**Date**	Dec 08, 1999
Revised	Oct 07, 2013; Aug 10, 2026		

Preamble

The Fort Saskatchewan Public Library keeps orderly, accurate, and timely records of its business in full compliance with the *Protection of Privacy Act* (POPA), the *Access to Information Act* (ATIA), the *Income Tax Act* (Canada), the *Libraries Act* (Alberta), and the needs of the Library.

All creation, handling, storage, retention, and secure disposition of records—regardless of physical or electronic format—are governed by this policy and its associated Records Retention Schedule.

The purpose of this policy is to:

establish systematic rules and accountable workflows across the entire record lifecycle, ensuring that:

- Records are retained long enough to satisfy legal, operational, audit, and privacy obligations.
- Records containing personal information are kept no longer than necessary for the purpose for which they were collected.
- Records are disposed of securely and systematically to prevent unauthorized access, loss, or data sprawl.

Policy

1. SCOPE

This policy applies to all recorded information created, received, or maintained by the Library in any format, including paper files, Integrated Library System databases, emails, electronic spreadsheets, cloud applications, photographs, and video surveillance footage.

In accordance with Section 1(h) of POPA, this policy applies to all Library Board Trustees, paid employees, volunteers, practicum students, third-party contractors, and service providers.

Where administrative, financial, payroll, human resources, or facility management functions are delivered in coordination with the City of Fort Saskatchewan, master electronic records and backup files may reside on software platforms, servers, or physical locations managed by City departments (e.g., City Finance, City HR, and City Facilities).

While the Library retains authority over its operational records, the retention, storage, and technical security of shared municipal data holdings are managed jointly in accordance with this policy, the Library's Personal Information Bank (PIB) Directory (Schedule B), and City of Fort Saskatchewan administrative agreements.

2. CORE RETENTION & DISPOSITION PRINCIPLES

1. The POPA 1-Year Decision Retention Rule

Under Section 6(b) of the *Protection of Privacy Act*, whenever personal information is used to make an administrative, operational, or employment decision that directly affects an individual (e.g., patron suspensions, fee waivers, exam proctoring verification, or job candidate scoring), the record must be retained for at least one year after use. This guarantees the affected individual a reasonable opportunity to request access or correction.

2. Non-Decision & Transitory Records Cleanup

Personal information not used to make a direct decision about an individual (such as temporary program registration, draft notes, or unsolicited resumes) must be securely destroyed as soon as the immediate operational transaction concludes.

- Email Attachments & Downloads: Once a signed form or roster received via email is saved to a restricted network drive, the email and local downloads become transitory records and must be immediately deleted.
- Program Registration Sheets: Temporary registration downloads must be permanently purged or shredded within 1 week after the event concludes and statistics are logged.

3. Secure Disposition Methods

- Physical Paper Records: All hard copy files, drafts, and printed rosters containing Level 2 (Private), Level 3 (Confidential), or Level 4 (Restricted) personal data must be deposited directly into locked disposal bins for certified destruction by the library's contracted confidential paper disposal service.
- Electronic Records & Systems: Electronic files, cloud records, and database entries must be permanently deleted from local drives and cloud storage. Public computer session logs, station browsing histories, and multifunction printer memories must be automatically purged daily.

4. Suspension of Disposition (Legal Hold)

Destruction of records must be suspended immediately if records become subject to an ongoing *Access to Information Act* (ATIA) request, a legal dispute, a formal privacy complaint, or an active audit/investigation.

3. RESPONSIBILITIES

- The Library Board reviews and approves this policy and retention schedule at least every 3 years.

- The Library Director/Privacy Officer:
    - Holds legal authority for managing the retention, storage, and authorized destruction of all library records.
    - Oversees the implementation of retention schedules across all physical and digital library holdings.
    - Maintains the discretion to extend retention periods when required by ongoing litigation, formal access requests, audits, or legal holds.

- Library Staff, Volunteers, Practicum Students, & Contractors:
    - Actively manage electronic workspace files, emails, and shared drive folders to prevent data sprawl.
    - Handle transitory records in accordance with data minimization rules, deleting temporary spreadsheets and email attachments once saved to secure network locations.
    - Ensure physical paper records containing personal or confidential information are deposited directly into locked bins for contracted confidential shredding.
    - Adhere strictly to the retention timelines and disposal instructions outlined in the Records Retention Schedule

4. LEGISLATIVE & POLICY AUTHORITIES

- Alberta *Protection of Privacy Act* (POPA), SA 2024, c P-28.5 (ss. 4(c), 5, 6(b), 12, 18, 19, 21, 25, 57)
- Alberta *Access to Information Act* (ATIA), SA 2024, c A-1.4
- Canada *Income Tax Act*, RSC 1985, c 1 (5th Supp)
- Alberta *Employment Standards Code* & *Libraries Act*
- FSPL Privacy Policy
- PMP Personal Information Bank (PIB) Directory

5. COMPREHENSIVE RECORDS RETENTION SCHEDULE

Legend for Table:

- Format: H = Hard Copy / Paper; E = Electronic Format / Cloud
- Final Action: De = Secure Destruction (Confidential Shredding / Permanent Digital Deletion); P = Permanent Historical Archive; R = Replaced / Superseded

This Records Retention Schedule applies to all records—regardless of physical, digital, or cloud format—created, received, maintained, or stored by or on behalf of the Fort Saskatchewan Public Library in the conduct of library business (records in the custody or under the control of the Library).

Master financial, payroll, and facility records maintained on City of Fort Saskatchewan enterprise servers are managed in coordination with City department retention schedules and shared service agreements.

Category & Record Type	Record Description	Retention Period	Format	Final Action	Responsible Role
GOVERNANCE & BOARD					
Board Minutes & Bylaws	Signed official minutes, resolutions, and approved bylaws.	Permanent	E	**P**	Library Director
Board Meeting Packages	Agendas, reports, background packages, and monthly financials.	5 years	E	**De**	Admin Coordinator/ Library Director
Board Oaths of Confidentiality	Signed confidentiality declarations by Board Trustees.	1 year after term ends	H / E	**De**	Admin Coordinator/ Library Director
Annual Reports	Annual statistical and operational reports to PLSB and stakeholders.	Permanent	E	**P**	Admin Coordinator/ Library Director
Policy Manual & Regulations	Master copies of Board policies and operational regulations.	Permanent (Current superseded copies deleted)	E	**R / P**	Library Director / Privacy Officer
FINANCE & ACCOUNTING					
Accounts Payable & Receivable	Invoices, purchase orders, receipts, vendor payments, and statements.	7 years	H / E	**De**	Admin Coordinator / Finance
Audited Financial Statements	Annual audited financial statements and auditor management letters.	Permanent	E	**P**	Library Director
Banking Records (Operational)	Bank reconciliations, deposit slips, petty cash vouchers, cancelled cheques.	7 years	H / E	**De**	Admin Coordinator / Finance
Annual Budgets	Final approved operating/capital budgets and working papers.	7 years	E / H	**De**	Library Director
Grant Applications & Reports	Original grant submissions, funding agreements, and final reports.	7 years after project completion	E	**De**	Library Director
Taxation & CRA Filings	GST returns, T4/T4A summaries, tax filings,	7 years	H / E	**De**	Admin Coordinator

	and supporting records.				
Donor Files & Tax Receipts	Donor correspondence, gift history, and charitable tax receipts issued.	7 years	E / H	**De**	Library Director / Admin Coordinator
ADMINISTRATION & LEGAL					
General Administration	General operational correspondence, internal memos, and working drafts.	2 years	E / H	**De**	Lead Team
Contracts & Vendor Agreements	Contracts, leases, MOUs, and vendor service agreements.	7 years after expiration	H / E	**De**	Library Director
Legal Opinions & Advice	Formal legal advice provided to the Board or Director.	Permanent (or until matter fully resolved + 7 yrs)	H / E	**P**	Library Director
Insurance Policies & Claims	Property/liability insurance policies, claim histories, incident documentation.	7 years after claim closure / policy expiry	H / E	**De**	Admin Coordinator / Library Director
IT Asset & License Inventories	Computer hardware inventory, software licenses, equipment logs.	Life of equipment + 1 year	E	**De**	Admin Coordinator/ IT Team
Vendor & Service Contractor Agreements	Contracts with IT vendors, software providers, maintenance services, and equipment suppliers	7 years after contract expiration / completion (CRA / Audit requirement)			Admin Coordinator/Library Director
Program Presenters & Facilitators	Contracts, MOUs, and honorarium payment records for independent program presenters, performers, and instructors	7 years after fiscal year of program/contract completion	E / H	**De**	Library Director / Program Lead
Local Artist Gallery Agreements	Signed artist display agreements, inventory lists, liability waivers, and sales contact details	1 year after exhibition ends	E / H	**De**	Admin Coordinator/ Gallery staff

PATRON SERVICES & OPERATIONS					
Registered Borrower Records	Patron contact data, card barcodes, account status in ILS.	Retained while active; deleted 1–3 years after card expiration without fines.	ILS / E	**De**	Library Director
Digital Accounts (Libby, etc.)	Digital platform authentication logs and user profiles.	Managed by vendor authentication gateway; purged upon account expiration.	Cloud / E	**De**	Collections Lead
Interlibrary Loans (ILL)	Borrower details and ILL transaction logs (RELAIS/ME).	1 year after transaction completed	E	**De**	ILL Staff
Program & Event Registrations	LibCal registrations, event attendance logs.	Destroy registration sheets 1 week post-event	E / H	**De**	Program Lead
Adult Learning & Tutoring	Appointment schedules for Tech Help or Resume Tutor.	1 year after session	E	**De**	Program Coordinator
Public PC & Wi-Fi Logs	Terminal bookings, print queues, Wi-Fi session logs.	Purged automatically daily upon user logout.	E	**De**	IT Team
3D Print Requests & Waivers	Submitted 3D design files, contact details, and safety waivers.	1 year after print job completed	E	**De**	IT Team
Room Booking Agreements	Room booking forms, group contacts	1 year after booking date	E / H	**De**	Program Lead
E-Newsletter Subscribers	Subscriber email addresses for e-newsletters.	Maintained until subscriber opts out / unsubscribes.	Cloud / E	**De**	Library Director
Contests & Reading Challenges	Contest slips, Beanstack challenge logs, prize contacts.	Destroy physical slips immediately after prizes claimed; digital logs kept 1 year.	H / E	**De**	Event Lead
Patron Feedback & Complaints	General patron feedback, complaints, reconsideration forms.	Retain 1 year if decision made; destroy/anonymize once aggregated if general feedback.	E / H	**De**	Library Director/Program Lead
Photo & Promotional Releases	Signed promotional media waivers, photos, video clips.	Retain while media is actively used + 2 years	E / H	**De**	Marketing Lead

Overdue Accounts & Collections	Long-overdue accounts sent to UMS collections, bankruptcy claims.	7 years after account settlement / bankruptcy discharge	E / H	**De**	Library Director / Admin Coordinator
Exam Proctoring	Student ID verification, exam correspondence, proctoring logs.	1 year after exam completion	E / H	**De**	Proctoring Staff
Patron Incidents & Bans	Incident reports, safety breaches, banning/suspension letters.	5 years from date of incident (or suspension expiry)	E / H	**De**	Library Director
Security Camera Footage	Interior video security surveillance recordings.	Continuous auto-overwrite loop (30 days); exported incident clips kept 5 years.	E	**De**	IT Team / Library Director
PERSONNEL & HUMAN RESOURCES					
Current Staff Personnel Files	Master employment file, SIN, banking, appraisals, commendations.	Retained permanently during active employment	H / E	**Active**	Library Director/ Admin Coordinator
Former Staff Personnel Files	Personnel files of terminated/retired employees.	7 years post-termination (or 5 yrs minimum)	H / E	**De**	Library Director/ Admin Coordinator
Job Applications (Unsuccessful)	Resumes, cover letters, and interview notes for unhired candidates.	1 year following competition closure (POPA s. 6(b))	E / H	**De**	Library Director / Admin Coordinator
Unsolicited Resumes	Unsolicited resumes received when no job competition exists.	Destroy immediately or within 30 days (No decision made)	E / H	**De**	Admin Coordinator/Library Director
Payroll & Tax Records	T4s, TD1s, direct deposit info, pay stubs, garnishments.	7 years	E / H	**De**	City of Fort Saskatchewan
Staff Schedules & Time Sheets	Monthly work schedules, time cards, vacation requests.	1 year (Transitory personnel records)	E	**De**	Admin Coordinator
Volunteer Files & Logs	Volunteer applications, background checks, signed privacy declarations, service logs.	5 years after volunteer resignation (Service logs destroyed after Annual Report)	E / H	**De**	Admin Coordinator

PRIVACY & ACCESS TO INFORMATION					
ATIA Access Requests	Formal access to information applications, processing notes, released records.	3 years following file closure	E / H	**De**	Library Director/Privacy Officer
Privacy Correction Requests	Formal requests under POPA s. 7 to correct personal data, annotations, notifications.	3 years following file closure	E / H	**De**	Library Director/Privacy Officer
Privacy Complaint Files	Written privacy complaints, investigation logs, OIPC correspondence.	5 years following file closure / OIPC resolution	E / H	**De**	Library Director/Privacy Officer
Privacy Impact Assessments (PIA)	Completed PIAs, OIPC acceptance letters, risk mitigation plans.	6 years post-system retirement (or Permanent)	E	**De / P**	Library Director/Privacy Officer

Approval	
Signature	N. Starker Campbell Nicole Starker Campbell Board Chair