

GRAND VALLEY PUBLIC LIBRARY POLICY
GENERAL RECORDS AND PERSONAL INFORMATION
BANKS

Date of Review/Approved: February 13, 2013

Chairperson's Signature:

1.1 HEAD
Grand Valley Public Library Board
4 Amaranth Street East
Grand Valley, Ontario
L9W 5L2
519-928-5622

1.2 ORGANIZATION AND RESPONSIBILITIES

The Grand Valley Public Library Board consists of seven members. Four from the Town of Grand Valley (public at large); one from the Town of Grand Valley Council; one from Amaranth Council and one from East Garafraxa Council.

The Grand Valley Public Library is under the management and control of the Grand Valley Public Library Board, which operates under the authority of the Public Libraries Act, R.S.O. 1990, in accordance with the provisions of that Act and of the Regulations made under the Act and established under by-law 94-4 of the Corporation of the Town of Grand Valley.

At a regular meeting of the Board, (January 15, 1991) a motion was passed as follows:
MOTION #9: We the Grand Valley Public Library Board delegate all powers and duties under the Municipal Freedom of Information and Protection of Privacy Act, Revised Statutes of Ontario, 1990, Chapter M.56; Amended 1992, c.32, s.23.] to the Chief Executive Officer.

The Board determines policy and plans for providing library service to the residents of the Town of Grand Valley , Amaranth and East Garafraxa. The Library serves as a resource centre of information, recreation and culture for the residents of Grand Valley and contracting Municipalities.

All administrative functions are dealt with by the Chief Executive Officer at the library.

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1.3 PERSONNEL RECORDS

The personnel records are maintained by the CEO.

Records are kept a total of seven years. After that time if the employee is no longer with the library the records are shredded. If the employee is still with the library the records are kept active.

Personnel Records contain the following:

**Performance Reviews
Hired date / Leaving date
Salary levels
Benefits
Courses taken
Promotions
Anecdotal comments
Job Applications**

Who has access?

The CEO (hiring person) has access to the personnel records.

Individual staff members have access to their own file and have the right to review and comment in writing and make changes/corrections to their file.

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1.4 RECORDS RETENTION SCHEDULE

PAGES: 1 OF 4

ISSUE DATE: UPDATED February 13, 2013

TITLE	TOTAL RETENTION	OFFICE	INACTIVE
GENERAL			
Board Minute Book (including agendas and reports)	Permanent		
Board Committee Minute Books	Permanent		
Annual Reports	Permanent		
Contracts	Permanent		
General Correspondence	7 years	1 year	6 years
Circulation Records (Statistical Reports)	Permanent		
Cultural Performances (contracts, publicity, statistics, promotional material)	6 years	3 years	3 years
Insurance Records (after expiry)	7 years	1 year	6 years
Grant Applications	7 years	1 year	6 years
Acquisitions (purchase of books & other library material)	5 years	1 year	4 years
Scrap Books (news clippings)	Permanent		
Photographs	Permanent		

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1.5 RECORDS RETENTION SCHEDULE

PAGES: 2 OF 4

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TITLE	TOTAL RETENTION	OFFICE	INACTIVE
FINANCIAL			
Audited Financial Statements	Permanent		
General Ledger	Permanent		
Bank Statements	7 years	1 year	6 years
Paid Cancelled Cheques	7 years	1 year	6 years
Deposit Slips	7 years	1 year	6 years
Final Budgets	Permanent		
Operating/Capital	Permanent		
Invoices(paid)	7 years	1 year	6 years
Cheque stubs	7 years	1 year	6 years
Deposit (pass) books	7 years	1 year	6 years
Bank Reconciliations	7 years	1 year	6 years

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1.6 RECORDS RETENTION SCHEDULE

PAGES: 3 OF 4

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TITLE	TOTAL RETENTION	OFFICE	INACTIVE
PERSONNEL			
Payroll Journal	Permanent		
Employees Personal Histories	7 years	7 years	--
Job Applications	3 years	3 years	--
T-4 Summaries	7 years	7 years	--
T-4 Slips	7 years	7 years	--
Job Descriptions	7 years	7 years	--
UIC Records	7 years	7 years	--
EHT Files	7 years	7 years	--

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1.7 RECORDS RETENTION SCHEDULE

PAGES: 4 OF 4

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TITLE	TOTAL RETENTION	OFFICE	INACTIVE
PURCHASING			
Tenders - successful	7 years	2 years	5 years
- unsuccessful	7 years	2 years	5 years
Rental/Service Agreements	7 years	2 years	5 years
Requests for proposals - successful	7 years	2 years	5 years
- unsuccessful	2 years	2 years	--

BUILDINGS AND GROUND MAINTENANCE

Maintenance Management Reports Permanent
 Engineering drawing and files Permanent

ALL POLICIES AND CHARGES LISTED HERE IN ARE SUBJECT TO PERIODIC REVIEW AND MAY BE CHANGED AT THE DISCRETION OF THE LIBRARY BOARD.
 Chief Executive Officer