

Adoption and Review of the Policy:

This Policy and Schedule shall not take effect until the auditor(s) of the Board have granted approval by endorsing their name at the end of this schedule.

This policy will be reviewed by the Board every two years. Revisions will be made as necessary but must be subsequently approved by the auditor(s) prior to taking effect.

Endorsed by
Graham Scott Enns, Chartered Accountants

Date

Approved Date: January 16, 2019
Supercedes Date: November 18, 2015
Review Date: January 2021
Reference: Board Meeting January 16, 2019

**St Thomas Public Library
Retention Schedule**

Function Code	Record Series	Filing	Retention (years)	Notes
Board/Legal	Annual Ministry Survey	By year	P	Historical
	Annual Reports	By year	P	Historical
	Architects' reports, plans, drawings	By project	P	Historical
	Board Packages (records relating to Board Meetings, agendas, minutes, resolutions and decisions made at board meetings, Reports to Board eg. CEO, Library Activity Reports	By meeting date	P	Historical
	Board Policies	By policy names	P	
	Building Program Studies and space analysis reports	By project	P	Historical
	Bylaws and Amendments		P	
	Court Cases pertaining to the Library	By case	P	
	Deed of Library Property		P	
	Historical Correspondence	By year	P	Historical
	Legal Opinions	By year	P	
	Annual Ministry Survey - Rough Notes	By year	7	
	Grant applications (successful) and responses: provincial/federal	By year	P	Historical
	Logos		P	Historical
	Strategic Plans	By year	P	Historical
	Construction Tenders and Quotations, bid evaluation, letters of award	By project	Life of Facility + six (6) years	
	Agreements, contracts/ and partnerships	By name	End of Contract +Seven (7) yrs.	
	Equipment Leases and Service Agreements	By name	End of Agreement +Seven (7) yrs.	
	Committee Minutes	By committee	7	
	Committee Minutes - Rough Notes	By year	2	
	Community Surveys	By year	7	
	General Correspondence	By year	7	
	Grant applications (unsuccessful) and responses: provincial/federal	By year	7	
	Board Minutes - Rough Notes	By year	2	
	Insurance records and claims		City of St. Thomas	
	Ministry Inspections Reports	By year	7	

Board Legal Cont'd	Requests for reconsideration of materials in collection	By year	7	
	Signing Authority		7	
	Strategic Planning - Rough Notes	By year	2	
Administration	Floor plans		P	Historical
	Freedom of Information Requests	By name	P	
	Statistical Reports	By date	P	Historical
	Design specifications, layouts and sample boards	By project	Life of Facility + six (6) years	
	Documentation regarding finishes, carpeting, furniture	By project	Life of Warranty + two (2) years	
	Interior and exterior signage "Do not enter" signs	By project	Life of Facility + six (6) years	
	Project Management Documentation	By Project	End of Project + six (6) years	
	To all staff memos	By date	7	
	Conference Records and Expenses	By Conference	7	
	Responses to RFP's and Tenders (successful)	By Project	7	
	Banning Notices	By name	2	
	Committee meetings, notes and reports	By committee	2	
	Conference Reports	By name	2	
	Responses to RFP's and Tenders (unsuccessful)	By Project	2	
	Service Comment Forms not directed to the Board	By name	2	
Facility Management	Architectural/construction drawings		P	Historical
	Historical Records (Building files, etc.)	By year	P	Historical
	Inspection reports (routine and special maintenance)		4	
Finance and Accounting	General Ledgers	By year	P -1998 to present City of St. Thomas	Historical
	General Journals	By year	P	
	Audited Financial Statements and Auditor's Reports	By year	P	
	Cash Payment Journal	By year	P	

Finance and Accounting Cont'd	Rinn Trust	By year	P	
	Trust Fund	By year	P	
	Trust Fund Receipts	By year	P	
	Charitable Returns	By year	P	
	Building Reserves	By year	P	
	Final Operating and Capital Budgets	By year	10	
	Budget working papers, calculations, expense documentation, budget justification	By year	10	
	Records relating to bank statements and reconciliations	By year	10	
	Records relating to banking transactions and account management	By year	10	
	Year-end Working Papers	By year	10	
	Monthly Financial Report to Board	By year	7	
	Paid invoices, expenses reports for staff, petty cash disbursements	By year	7 - 1998 to present City of St. Thomas	
	Journal Entries and Ledger Cards	By year	7	
	Year-end Trial Balances	By year	7	
	Purchase Orders	By year	7	
	Deposit Books	By year	7	
	Cheque Stubs	By year	7	
	Receipt Books	By year	7	
	Cash Books	By year	7	
	Cash Register Tapes	By year	7	
Accounts Receivable Invoices	By year	7		
Debit and Visa Payment Transactions	By year	7		
Vendor Acquisition Files	By year	2		
Human Resources	Payroll Journals	By year	P - 1999 to present City of St. Thomas	
	Individual Earning Records	By year	P	
	Employees Personnel History file/ Terminated Employee Records	By employee name	P	
	Personnel Change Notices (Status Form)	By employee name	P	
	Employee WSIB Claims and Records	By Employee Name	P	
	Pay Equity/Job Evaluation reports and implementations documents	By year	P	

Human Resources Cont'd	Records of employees including applications, resumes, performance reviews, salary information, benefits enrollments, leave requests etc.	By employee name	P	
	Records to develop position descriptions and compensation		P	
	T4 Summaries	By year	P	
	Records of Employment (ROE)	By name	P	
	OMERS Pension Cards/Forms	By name	P - City	
	OMERS Pension Contributions	By name	P - City	
	T4 and T4A Employee Slips	By year	7	
	Income Tax Deductions	By year	7	
	Employee Benefit Plan Reports	By year	7	
	Employee Training Records	By year	7	
	Employee schedules	By year	7	
	Vacation and sick leave forms	By year	7	
	Timesheets	By year	7	
	Garnisheees Re: Employees	By year	7	
	TD1 forms	By name	7 from last date	
	Canada Savings Bonds, United Way	By year	7	
	General Correspondence	By year	7	
	Organizational Structure, reports on organiational design	By year	7	
	Seniority Lists	By year	4	
	Job Postings	By year	2	
Applications for Employment - Not hired	By year	6 months		
Labour Relations	All collective agreements/Employee By-Laws and Minutes of Labour/Management meetings	By year	P	
	Grievance forms, correspondence and related documentation	By year	P City of St. Thomas	
	Records relating to contract negotiations and letters of intent/understanding	By year	P	
	Arbitration Awards	By year	P	
Library Operations	Active Library Patron Accounts	By date	2, in accordance with Annual Survey	
	Expired (inactive) Library Patron Accounts	By date	3, following expiry	
	Records relating to patrons with outstanding incidents, or who have	By date	Until resolved, or to a	

Library Operations Cont'd	been issued notice of restricted services		maximum of 10 years	
	Loan Transactions	By item record	Upon Return, plus 4 subsequent loans	
	Outstanding Fines	By account #	Until resolved, or to a maximum of 5 years	
	Outstanding lost/Damaged Charges	By account #	Until resolved, or to a maximum of 5 years	
	Overdue Notices	By date	Current	
	Public Programming (correspondence, brochures, community and special programming)	By date	4	
	Interlibrary Loan Records	By date	2	
	Raw Statistical Data	By date	3	
Risk Management	Accident Reports (public)	By year	10	
	Incident Reports	By year	10	
	Health & Safety Inspection reports	By year	4	
	Insurance Claims/Information provided to the City of St. Thomas	By year	City of St. Thomas	
	Insurance Policies	By year	City of St. Thomas	