

Records Retention

Policy

Chinook Arch keeps orderly and timely records of the business of the library system in compliance with the Income Tax Act of Canada, FOIPP (Freedom of Information and Protection of Privacy Act), the needs of the System, and other relevant legislation.

Chinook Arch retains and disposes of records as outlined in Schedule A.

Retention

Active retention for all records is 2 years from creation, modification or last use, except where otherwise indicated.

Active records are filed in one of the following areas:

- Hardcopy - Central filing system (administrative offices)
- Electronic - Active folder on HQ File Server and/or the Internal Website

After 2 years of inactivity, records are transferred to inactive storage, in one of the following areas:

- Hardcopy - File storage (old server room)
- Electronic - Inactive folder on HQ File server

All record series listed in Schedule A refer to the final, official version of the document, except when otherwise indicated. Working copies are transitory and should be destroyed after the final version is declared.

Records classified as Research and Publications are not included on this schedule, and should have a retention period of 6 months to 1 year.

Office of Accountability

The Office of Accountability is the functional area or position that has primary interest or ownership of the official records located within the record series. The Office of Accountability is responsible for identifying and filing the official version of a record within the official filing scheme. This ensures that copies can be disposed of without any consequences. The Office of Accountability is responsible for maintaining the record series according to the retention schedule, either through the official disposition of records or approving disposition.

Official Format

The Official Format identifies the media format on which the official/master copy is held and filed by the Office of Accountability. A particular record series may exist in various media formats; the official format identifies which format is the most complete, most accurate, and most up-to-date.

Vital Records

Records identified as vital are necessary to re-establish the operations of the organization in the case of a disaster. Vital records are backed up (either in electronic format, or a physical copy is made) and stored offsite.

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Disposition

At the end of the Total Retention period, records are disposed according to the method in the retention schedule.

Hardcopy records to be destroyed are picked up by a local shredding company and destroyed securely and completely. Electronic records to be destroyed are deleted permanently from the server.

Records to be archived are stored flat, in acid free folders and archival boxes, or are transferred to an archival quality digital medium such as PDF/A.

The Executive Committee gives authority for destruction of records in accordance with Schedule A, to the CEO. The CEO is responsible for the proper and complete destruction of the records disposed of under this policy.

Last Reviewed:	5 December 2019
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