

Schedule A: Retention Schedule

Office of Accountability	
Acq	Acquisitions Team Leader
AD	Associate Director
BS	Bibliographic Services Manager
Cat	Cataloguing Team Leader
CEO	Chief Executive Officer
EA	Executive Assistant
ILL	ILL Team Leader
IT	IT Team Leader
OM	Office Manager
PS	Public Services Librarian
SM	Senior Manager

Retention Period	
A	Archival
CY	Current Year
E	Event (specified for each Function)
FY	Fiscal Year
LOB	Life of Building
LOO	Life of Organization
LOP	Life of Product
S	Superseded

Disposition	
De	Destroy
A	Archival – entire series is transferred to archival storage after active retention period.
AS	Archival Selection – records series is reviewed for representative archival records after total retention period, and selected records are transferred to archival storage.

Security Classification	
[blank]	Records are accessible to all personnel
PIB	Records contain Personal Information and are accessible only to required personnel
V	Records are vital; backup kept offsite

Official Format	
E	Electronic
H	Hardcopy
B	Both – user will have to access both formats to obtain complete record

Schedule A: Retention Schedule

FUNCTION: ADMINISTRATION

The function of managing the administrative activities of an organization. Includes records documenting administrative decisions, internal support or services such as equipment maintenance and office supplies. Also includes management of assets, such as property, vehicles and equipment.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Awards							
Applications - not received	CEO	3 yrs	De			E	
Received	CEO	A	A			H	
Contact Information	CEO	S	De	PIB		E	
Corporate Account Information	OM	S	De			H	
Correspondence	OM	5 yrs	De			B	official format as per receipt
FOIP							
Procedures	EA	S	De			E	
Reports	EA	3 yrs	De			H	
Requests	EA	3 yrs	De			H	
Legal Opinions and Proceedings	CEO	A	A	PIB		H	
Meetings							
Client Services	CEO	3yrs	De			E	Discontinued in 2015
Health and Safety	OM	5 yrs	De			E	
Management Team	CEO	10 yrs	De			E	Discontinued in 2015
Member Services	CEO	3 yrs	De			E	Formed in 2015
Staff	CEO	3 yrs	De			E	
Procedures - Office Administration	OM	S	De			E	
Memberships - Organizational	CEO	3 yrs	De			H	
Planning							
Events	OM	3 yrs	De			B	e.g. ALC Jasper
Health and Safety	CEO	S	De			E	e.g. Emergency Response Plan
Property & Facilities Management							
Building and Property							
Architect Drawings	CEO	A	A			H	
Assessment & Taxation Records	CEO	S	De			H	
Inspection Records	OM	LOB	A			H	
Maps and Floorplans	CEO	A	A			H	

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Projects	CEO	A	A			B	
Legal	CEO	LOB	A	V		H	e.g. grant of easement, land titles, deeds, purchase contract, etc
Utilities - service records	OM	LOB	A			H	e.g. K&B Heating; 1st Technicall
Record of Locations	CEO	LOB	A			H	
Equipment							
Leases	OM	LOP	De			H	
Warranties	OM	LOP	De			H	
User Guides/Manuals	OM	S	De			H	
Insurance							
Policies	OM	CY + 1	De			H	
Change Forms	OM	CY + 1	De			E	
Claims	OM	LOP	De			E	
Vehicles							
Vehicle Information	OM	LOP	De			E	includes vehicle valuations, collision reports
Bills of Sale	OM	3 yrs	De	PIB		H	
Purchasing	OM	LOP	De			H	e.g. sales contracts, offers to purchase
Warranties	OM	LOP	De			H	
Schedules							
Insurance	OM	CY + 1	De			E	includes property value schedules
Maintenance - Building	OM	CY + 1	De			E	
Maintenance - Vehicles	OM	CY + 1	De			E	
Records Management							
Procedures	EA	S	De			E	
Records Management Review	EA	5 ys	De			E	

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Serious Injury/Accident Reports	OM	CY + 2	De		AB-3	H	
Statistics							
Chinook Arch Activities	CEO	5 yrs	AS			E	
Member Library Activities	CEO	5 yrs	De			E	

Schedule A: Retention Schedule

FUNCTION: BIBLIOGRAPHIC SERVICES

The function of managing the activities related to library collections. Including the acquisitions, processing, cataloguing, and circulation of materials.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Acquisitions							
Fund Account Reports	Acq	7 yrs	De			E	
Library Orders	Acq	5 yrs	De			E	
LPL Fund Account Reports	Acq	5 yrs	De			E	
LPLW Fund Account Reports	Acq	5 yrs	De			E	
Monthly Acquisitions Reports	Acq	5 yrs	De			E	
Procedures	Acq	S	De			E	
Templates Labels and Forms	Acq	S	De			E	
Year End Funds	Acq	7 yrs	De			H	
Cataloguing							
RDA	Cat	LOP	De			E	
Procedures	Cat	CY + 3	De			E	
Staff Training	Cat	s	De			E	
Training Materials - Staff	Cat	S	De			E	
Templates Labels and Forms	Cat	S	De			E	
Circulation							
Policies - Librarians	BS	S	De			E	
Procedures	BS	S	De			E	
Reports	BS	CY + 1	De			E	
Collections							
Kits							
Inventories	PS	2 yrs	De			E	
Procedures	PS	S	De			E	
Guides	PS	S	De			E	
Periodicals							
Procedures	OM	S	De			E	
Subscription Info	OM	S	De			E	
Rotating Blocks							
Inventories	BS	S	De			E	

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FUNCTION: BIBLIOGRAPHIC SERVICES

The function of managing the activities related to library collections. Including the acquisitions, processing, cataloguing, and circulation of materials.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Schedules	BS	CY + 1	De			E	
Procedures	BS	S	De			E	
Meetings (Bibliographic Services)	BS	LOB	A			E	
Processing							
Procedures	BS	S	De			E	
Supply Orders	BS	CY + 1	De			E	
Statistics							
Acquisitions	Acq	5 yrs	AS			E	
Cataloguing	Cat	5 yrs	AS			E	
Circulation	BS	5 yrs	AS			E	

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FUNCTION: DIRECT SERVICES

The function of managing the activities related to public services. Includes records related to delivery, programs and services, interlibrary loan, training, digital services and all other direct patron services.

* E = program or event

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Consulting	AD	S	De			E	
Delivery							
Procedures	AD	S	De			E	
Planning Documents	AD	5 yrs	De			E	
Schedules - Drivers	AD	CY + 3 yrs	De			E	
Schedules - Routes	AD	3 yrs	AS			E	
Templates and Forms	AD	CY	De			E	
Digital Services							
BiblioCommons							
Award Lists	SM	LOP	De			E	
Suggest for Purchase Reports	SM	CY + 1 yr	De			E	New module renders these invalid as of 2015
Collection HQ							
Reports	SM	LOP	De			E	
Quotes/Pricing Info	SM	CY + 1 yr	De			E	
Databases							
Account Information	SM	LOP	De			E	
Quotes/Pricing Info	SM	CY + 1 yr	De			E	
Hoopla							
Invoices	SM					E	
OverDrive							
Purchasing Schedules	SM	3 yrs	De			E	
Account Information/config	SM	LOP	De			E	
Zinio							
Order Title Lists	SM						
Interlibrary Loan							
Account information	ILL	S	De			E	

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* E = program or event

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Contact Information	ILL	S	De			E	
Correspondence	ILL	5 yrs	De			E	
Meetings (Resource Sharing)	ILL	A	A			E	Includes Provincial Resource Sharing Meetings
Procedures	ILL	S	De			E	
Statistics (Provincial)	ILL	A	AS			E	
Training Material (Provincial)	ILL	S	De			E	
Meetings (Public Services)	AD	5 yrs	De			E	
Programs and Services							
Program Specific	PS	E + 2 yrs	De			E	
Project Files	CEO	E + 5 yrs	AS			B	e.g. RISE launch and expansion
Summer Reading Program	PS	5 yrs	De			E	
VC Recordings	AD	2 yrs	De			E	stored on YouTube or Vimeo channels
Southern Alberta Library Conference	AD	5 yrs	AS			B	includes other Chinook Arch hosted conferences
Statistics	CEO	5 yrs	AS			E	
Training Material	PS	S	De			E	

Schedule A: Retention Schedule

FUNCTION: FINANCIAL MANAGEMENT

The function of managing the organization's financial resources. Includes records that focus on the receipt, disbursement, tracking and overall management of finances within the organization. Also includes legal agreements, contracts and licenses.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Accounts Payable	OM	FY + 6	De	V	FED-5	H	Includes paid invoices, expense claims, cheque stubs, Purchase Orders
Accounts Receivable	OM	FY + 6	De	V	FED-5	H	Includes paid invoices and supporting documentation
AB Gov't Operational Grants	CEO	A	A		FED-5	H	
Audit Working Papers	OM	FY+6	De	V	FED-5	H	
Audited Financial Statements	CEO	A	A	V	FED-5	H	
Banking							
Signature Cards	OM	S	De			H	
Bank Statements	OM	FY+6	De		FED-5	H	
Transaction Records	OM	FY+6	De		FED-5	H	
Transfers	OM	FY+6	De		FED-5	H	
Interest Statements (T5s)	OM	FY+6	De		FED-5	H	
Cheques - void, returned	OM	FY+6	De		FED-5	H	
Bookkeeping - working files	OM	CY + 1	De	PIB		E	
Bank Reconciliations	OM	FY+6	De		FED-5	H	
Bank Deposits	OM	FY+6	De		FED-5	H	
Bank Statements	OM	FY+6	De		FED-5	H	
Cash Deposit Book	OM	FY+6	De		FED-5	H	
Payroll	OM	FY+6	De	PIB	FED-2, FED-3	B	Payroll chart, payroll summaries, and employee payroll records are kept electronically
Budgets							
Final	CEO	A	A	V	FED-5	H	
Draft	AD	5 yrs	De			E	
Budget Approvals	CEO	A	A			H	
Canada Revenue Agency							
Charitable Tax Receipts	CEO	A	A			H	

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Charitable Tax Returns	OM	A	A	V	FED-5	H	
PIER Reports	OM	CY + 1	De			H	PIER = Pensions and Insurable Earning Review
T4s	OM	FY + 6	De	PIB		H	
GST Returns	OM	FY + 6	De			H	
Capital Asset Statements	OM	CY+1	De	V		H	
Contracts/Agreements - drafts	CEO	3 yrs	De			E	
Contract/Agreements - final	CEO	LOO + 2	A	V	FED-6	H	
Credit Applications	OM	LOP	De			H	Product = account
Employment Insurance Calculations	OM	CY + 1	De			H	
Fundraising							
Employment Grants	CEO	FY + 6	De	PIB	FED-5	H	contain Social Insurance Numbers
General Fundraising	CEO	A	AS		FED-5	H	
Summaries	CEO	A	A			E	
General Ledger	CEO	LOO + 2	A	V	FED-6	H	
Grants - distributed	CEO	A	A		FED-5	H	
Member Levies Schedule	CEO	A	A			H	
Reconciliations	OM	3 yrs	De			B	
RFPs and Quotes							
RFPs	CEO	5 yrs	De			H	
RFIs	CEO	5 yrs	De			H	
Quotes	CEO	3 yrs	De			B	
Tenders	CEO	5 yrs	De			H	
RISE Financial Statements	CEO	A	A	V	FED-5	H	
Workers Compensation Returns	OM	FY + 6	De		FED-5	H	

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FUNCTION: GOVERNANCE

The function of establishing the overall policy, actions and management of the organization. Concerns records that focus on the processes, customs, strategies and policies that affect the way the organization is administered and controlled. Includes all documentation related to System Board activity.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Annual Report and Survey							
System - Final	CEO	A	A			H	
System - Working Files	CEO	3 yrs	De			E	
Outlets - Final	CEO	A	A			H	
Outlets - Working Files	CEO	3 yrs	De			E	
Board Appointments	CEO	S	De			H	
Board Histories	CEO	A	A			E	
Board Policies	CEO	S	De	V		E	
Bylaws - System	CEO	LOO + 2	A		FED-6	H	
Correspondence	CEO	5 yrs	De			B	
Legal	CEO	LOO + 2	A	V	FED-6	H	includes: incorporation documents, ministerial orders, certificate of dissolution
Meetings	CEO	LOO + 2	A	V	FED-6	H	includes AGM documents
Orientation/Training - Board	CEO	S	De			E	
Outlets - Policies and Bylaws	CEO	A	A	V		H	
Planning Process							
Needs Assessments	CEO	LOP	De			E	Product = Plan of Service
Plans of Service	CEO	A	A			H	
Recognition - Board	CEO	3 yrs	De			E	
System Completion	CEO	S	De			E	
System Membership Agreements	CEO	A	A	V		H	

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FUNCTION: HUMAN RESOURCE MANAGEMENT

The function of managing employees within the organization. Concerns records that focus on the processes and practices for recruiting, managing and supporting individual employees.

E = termination of employment

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Appointments	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	
Benefits							
Change Forms	OM	E+3 yrs	De	PIB		H	Group benefit change forms are kept electronically
Enrolment Forms	OM	E+3 yrs	De	PIB		H	
Computer Loans	OM	E + 1 yr	De	PIB		H	Event = life of loan
Benefit Waivers	OM	E+3 yrs	De	PIB		H	
Correspondence	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	includes confirmation of employment, letters of recommendation, salary memos
First Aid Certificates	OM	S	De			H	staff first aid certificates
Job Descriptions	CEO	10 yrs	De			E	
Leaves	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	e.g. maternity leaves
Memos - to staff	OM	3 yrs	De			E	
Organizational Charts	CEO	A	A			E	
Orientation - staff	CEO	S	De			E	
Personnel files	OM	E+6 yrs	De	PIB	FED-1, FED-3	H	includes benefits information, performance evaluations, earnings records, etc
Timesheets	OM	3 yrs	De	PIB	FED-1, AB-1	H	
Recruitment							
Interviews							
Questions	CEO	S	De			E	
Notes							

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The function of managing employees within the organization. Concerns records that focus on the processes and practices for recruiting, managing and supporting individual employees.

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Hired	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	
Not-Hired	CEO	1 yr	De	PIB	AB-2	H	
Resumes							
Hired	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	
Not-Hired	CEO	1 yr	De	PIB	AB-2	H	
Job Postings	CEO	5 yrs	De			E	
Salary Grid	CEO	FY + 6	De	PIB	FED-5		
Salary Surveys	CEO	5 yrs	De			E	
Staff Development - Planning	CEO	3 yrs	De			E	
Terminations							
Records of Employment	OM	E+6 yrs	De	V, PIB	FED-4	H	
Records of Employment - Blank	OM	A	A	PIB		H	
Correspondence	CEO	E+3 yrs	De	PIB	FED-1, AB-1	H	
Salary/Benefit Calculations	OM	E+3 yrs	De	PIB		H	
Workers Compensation Claims	OM	E+3 yrs	De	PIB		H	

Schedule A: Retention Schedule

FUNCTION: INFORMATION TECHNOLOGY AND SYSTEMS

The function of applying and managing information and communications technology to support the business needs of the organization by means of capturing, storing, retrieving, transferring, communicating and disseminating information through automated systems. Records concern the ‘back-end’ of the technology systems - not patron-facing.

*E = implementation of product

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Account Information	IT	S	De			E	
Administration Documents	IT	S	De	V		E	
BiblioCommons							
Procedures	PS	S	De			E	
Config/Setup/Account Info	PS	LOP	De			E	
Planning/Evaluation	PS	LOP	De			E	
User Guides	PS	S	De			E	
Certificates/Licenses	IT	S	De	V		E	security certificates, software/hardware licenses
Integrated Library System							
Surveys	BS	5 yrs	De			E	
Purge Data	BS	3 yrs	De			E	
Maintenance Audits	BS	FY + 3 yrs	De			E	to accommodate budget cycle
Procedures	BS	S	De			E	
Config/Setup	BS	LOP	De			E	
Correspondence - vendor	BS	LOP	De			E	
Release Notes	BS	LOP	De			E	current version of product
Symphony Database							
Patron Records							
Active	BS	A	De	PIB		E	
Inactive w/ blocks	BS	6 yrs	De	PIB		E	blocks include unpaid bills, lost items, and claims returned items
Inactive no blocks	BS	4 yrs	De	PIB		E	
Checkout History	BS	3 months	De	PIB		E	
Paid Bills	BS	5 yrs	De	PIB		E	
Unpaid Bills	BS	6 yrs	De	PIB		E	

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Holds Records	BS	CY + 1	De	PIB		E	
Items Claimed Returned	BS	6 yrs	De	PIB		E	
Catalogue Records							
Active	BS	A	De			E	
Lost & Missing Items - no bills	BS	3 yrs	De			E	
Lost & Missing Items - w/bills	BS	6 yrs	De			E	as per Unpaid Bills retention
Discarded Items - no bills	BS	1 month	De			E	
Discarded Items - w/bills	BS	6 yrs	De			E	as per Unpaid Bills retention
Previous User	BS	note	De			E	See Inactive Patron Records series
Interlibrary Loan Software							
Config/Setup	BS	LOP	De			E	
Release Notes	BS	LOP	De			E	
Internal Reference/Procedures	ILL	S	De			E	
Inactive Patron Records	ILL	1 yr	De	PIB		E	
Borrowing Records	ILL	6 months	De	PIB		E	
Meetings (IT)	IT	5 yrs	De			E	
Network							
Backup files							
File server	IT	1 month	De	V		E	
ILS	IT	6 months	De	V		E	stored offsite on backup tapes
Config files	IT	3 iterations	De	V		E	
Network Mapping	IT	S	De			E	includes VC connection mapping
Planning							
Financial	AD	5 yrs	De			E	
System Technology	SM	6 yrs	De			E	2 budget cycles

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FUNCTION: INFORMATION TECHNOLOGY AND SYSTEMS

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*E = implementation of product

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Projects	SM	E + 5 yrs	AS			B	e.g. ILS, VDX or website implementation
Procedures	IT	S	De			E	
Software Applications	IT	S	De	V		E	
User Guides	IT	S	De			E	
Websites							
Images	SM	S	De			E	
Set-up/Config	SM	LOP	De			E	
Webpages/online content	SM	S	De			E	
Content Inventories	SM	E + 2-3 yrs	De			E	
User Guides	SM	S	De			E	

Schedule A: Retention Schedule

FUNCTION: MARKETING AND COMMUNICATIONS

The function of providing internal/external publications and communications, and implementation of communication strategies that support organizational goals. Includes records whose primary purpose is the receipt and/or dissemination of information within Chinook Arch and with other organizations.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Advertisements	PS	5 yrs	De			E	
Advocacy							
Action Requests	CEO	5 yrs	De			E	
Briefs	CEO	5 yrs	De			E	
Correspondence	CEO	5 yrs	De			E	
Events	CEO	5 yrs	AS			E	e.g. elections, advocacy campaigns
Meetings	CEO	5 yrs	De			E	e.g. speaking notes
Presentations	CEO	5 yrs	De			E	
Stories/Testimonials	CEO	5 yrs	AS			E	
Articles	PS	5 yrs	De			E	
Collateral	PS	5 yrs	De			E	Includes posters, bookmarks, brochures
Events	PS	5 yrs	De			E	e.g. tradeshow, Snapshot Day
Anniversaries	CEO	A	A			E	
Graphics							
Photographs	PS	A	AS			B	
Stock Imagery	PS	5 yrs	De			E	includes commissioned illustrations and clipart
Logo - System	PS	A	AS			E	
Logo - Member Libraries	PS	S	De			E	
Logo - Partners	PS	S	De			E	
Library Cards							
Orders	BS	3 yrs	De			E	
Proofs	PS	S	De			E	
Marketing Campaigns							
Internal	PS	5 yrs	De			E	
External	PS	3 yrs	De			E	
News Releases	PS	5 yrs	De			E	

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Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Procedures	CEO	S	De			E	e.g. email signature policy
Planning	PS	LOP + 3 yrs	De			E	
Presentations - conferences	PS	3 yrs	De			E	
Session Proposals	PS	3 yrs	De	Public		E	
Press Clippings	PS	5 yrs	De			H	
Promotional Item Orders	PS	5 yrs	De			E	
Publications							
Annual Report	CEO	A	A			H	
Board Report	CEO	A	A			H	
Newsletters	CEO	A	A			E	excludes Libraries in the News - retention 1 yr
Staff Overview/Other	PS	S	De			E	
READ Awards							
Nominations	PS	3 yrs	De			B	
Procedures	PS	S	De			E	
Correspondence	PS	3 yrs	De			E	
Speeches	PS	3 yrs	De			E	
Social Media							
Account Information	PS	S	De			E	
Schedules	PS	CY + 1	De			E	

Schedule A: Retention Schedule

FUNCTION: MEMBER RELATIONS

The function of managing relationships with member libraries and councils as well as potential members. Concerns records that focus on communication and dealings with member libraries and councils, and potential members.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Member Councils							
Correspondence	CEO	10 yrs	De			E	2 councils
Maps (of region)	CEO	A	A			E	
Official Population	CEO	A	A			E	
Presentations	CEO	10 yrs	De			E	2 councils
Statistics (for councils)	CEO	10 yrs	De			E	2 councils
Member Libraries							
Annual Reports	CEO	5 yrs	De			H	
Correspondence/Reports	CEO	A	A			E	e.g. reports to LPL Board
Events	CEO	5 yrs	AS			E	e.g. openings, anniversaries
Plans of Service	CEO	S	De			B	
Librarians Committee							
Meeting Minutes/Docs	PS	A	A			E	
Policies	SM	5 yrs	De	V		E	
LPL/Chinook Arch Meetings	CEO	5 yrs	De			E	
Benefit Cost Analysis	CEO	A	A			E	
Sub-Committees							
Meetings	PS	5 yrs	De			E	
Policies	PS	S	De			E	
Correspondence	PS	5 yrs	De			E	e.g. challenged items
Presentations	CEO	3 yrs	De			E	e.g. presentations to Boards
Surveys	CEO	5 yrs	De			E	e.g. Salaries
Outlets							
Plans of Service	CEO	A	A			H	
Fundraising	CEO	A	AS			E	
Projects	CEO	5 yrs	AS			E	
Events	CEO	5 yrs	AS			E	
Press Clippings	CEO	5 yrs	De			E	

Schedule A: Retention Schedule

FUNCTION: MEMBER RELATIONS

The function of managing relationships with member libraries and councils as well as potential members. Concerns records that focus on communication and dealings with member libraries and councils, and potential members.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Potential Members							
Cost Estimates	CEO	S	De			E	
Correspondence	CEO	5 yrs	De			E	

Schedule A: Retention Schedule

FUNCTION: PARTNERSHIPS AND COLLABORATION

The function of managing relationships with external organizations. Includes records dealing with partnerships and collaborative efforts with other organizations, and Chinook Arch representation on external Boards and committees.

Record Series	Office of Accountability	Total Retention	Disposition	Security Classification	Citations	Official Format	Notes
Meetings - w/ Partners	CEO	5 yrs	De			E	
Events	CEO	5 yrs	De			E	e.g. fundraising activities
Services							
AMBC	CEO		De			E	
Library To You - registrations	OM	see note	De			H	see Inactive Patron Records series
Better Beginnings	CEO		De			E	
CNIB - patron registrations	OM	see note	De			H	see Inactive Patron Records series
Statistics	CEO	5 yrs	AS			E	
Correspondence	CEO		De			E	
Projects - External	CEO	5 yrs	De			E	
Friends of Chinook Arch							
Bylaws	CEO	A	A		FED-6	H	
Events	CEO	5 yrs	De			E	e.g. Casinos
Financial Statements	CEO	FY+6	De	V	FED-5	H	
Meetings	CEO	A	A	V	FED-6	H	
Regional Library Systems							
Meetings	CEO	3 yrs	De			E	
Promotional items							
Orders	PS	3 yrs	De			E	
Supply Inventories	PS	CY + 1	De			E	
Planning	PS	CY + 1	De			E	e.g. pricing, samples
Events	PS	3 yrs	De			E	e.g. tradeshow
TAL Lost Item Claims	SM	FY+6	De			H	

Schedule A: Retention Schedule

CITATIONS:

Reference to legislation governing the retention of records.

Citation Number	Subject Matter	Citation	Retention/Limitation Requirements
FED-1	Employee Records	<i>Canada Labour Code</i> , RSC 1985, c L-2, s 252(2)	252 (2) Every employer shall make and keep for a period of at least thirty-six months after work is performed the records required to be kept ...
		<i>Canada Labour Standards Regulations</i> , CRC, c 986, s 24	24 (1) Every employer shall make and keep a record in respect of each employee showing the date of commencement of employment and the date of termination of employment and shall keep such record for a period of at least 36 months after the date of termination of employment. 24 (2) Every employer shall keep, for at least three years after work is performed by an employee, the following information ...
FED-2	Payroll Records	<i>Canada Pension Plan</i> , RSC 1985, c C-8, s 24	24 (1) Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account ... in such form and containing such information as will enable any contributions payable under this Act or any contributions or other amounts that should have been deducted or paid to be determined ... 24 (2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept

Schedule A: Retention Schedule

CITATIONS:

Reference to legislation governing the retention of records.

Citation Number	Subject Matter	Citation	Retention/Limitation Requirements
FED-3	Payroll Records	<i>Employment Insurance Act , SC 1996, c 23, s 87</i>	87 (1) An employer paying remuneration to a person they employ in insurable employment shall keep records and books of account ... in such form and containing such information, including the Social Insurance Number of each insured person, as will enable the determination of any premiums payable under this Act or any premiums or other amounts that should have been deducted or paid. 87 (3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept ...
FED-4	Records of Employment	<i>Employment Insurance Regulations , SOR/96-332, s 19</i>	19 (2) Every employer shall complete a record of employment, on a form supplied by the Commission, in respect of a person employed by the employer in insurable employment who has an interruption of earnings. 19 (3) (c) the employer's copy shall be kept and retained as a part of the employer's records and books of account in accordance with subsection 87(3) of the Act.

Schedule A: Retention Schedule

CITATIONS:

Reference to legislation governing the retention of records.

Citation Number	Subject Matter	Citation	Retention/Limitation Requirements
FED-5	Financial Records	<i>Income Tax Act</i> , RSC 1985, c 1 (5th Supp), s 230	<p>230 (4) Every person required by this section to keep records and books of account shall retain</p> <p>(a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and</p> <p>(b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
FED-6	General ledgers, Board meeting minutes, Bylaws	<i>Income Tax Regulations</i> , CRC, c 945, s 5800	<p>5800 (1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows:</p> <p>(d) in respect of</p> <p>(i) any record of the minutes of meetings of the executive of a registered charity or registered Canadian amateur athletic association,</p> <p>(ii) any record of the minutes of meetings of the members of a registered charity or registered Canadian amateur athletic association, and</p> <p>(iii) all documents and by-laws governing a registered charity or registered Canadian amateur athletic association,</p> <p>...</p> <p>the period ending on the day that is two years after the date on which the registration of the registered charity or the registered Canadian amateur athletic association under the Act is revoked;</p>

Schedule A: Retention Schedule

CITATIONS:

Reference to legislation governing the retention of records.

Citation Number	Subject Matter	Citation	Retention/Limitation Requirements
AB-1	Employment Records	<i>Employment Standards Code</i> , RSA 2000, c E-9, s 15	15 Employment records must be retained by an employer for at least 3 years from the date each record is made
AB-2	Personal Information	<i>Freedom of Information and Protection of Privacy Act</i> , RSA 2000, c F-25, s 35	35 If an individual's personal information will be used by a public body to make a decision that directly affects the individual, the public body must (a) make every reasonable effort to ensure that the information is accurate and complete, and (b) retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it ...
AB-3	Serious Accident/ injury reports	<i>Occupational Health and Safety Act</i> , RSA 2000, c O-2, s 18	(4) The prime contractor, contractor or employer who prepared the report referred to in subsection (3) shall retain the report for 2 years after the serious injury or accident.
AB-4	Pension Records	<i>Employment Pension Plans Act</i> , RSA 2000, c E-8, s 16	16 (1) An administrator or a non-administrator employer shall retain records relating to a pension plan for a period of at least 3 years after (a) in the case of records affecting a person who received a benefit, the date when the benefit (i) ceased to be paid, in the case of a continuing benefit, or was paid, in any other case, or (ii) was previously insured through an insurance company, and (b) in the case of other records, the date when they ceased to be operative or until such later date as they cease to be required in order to comply with section 15(4).