
TITLE: Records Management

POLICY: B-2009

COMMITTEE: Internal

PASSED: December 1, 2015

TOPIC: Records

AMENDED: November 10, 2015

REVIEW PERIOD: As required.

The Edmonton Public Library manages its corporate records to ensure its activities and transactions support the efficient and effective delivery of services to its users.

Records that are in the custody and control of the Library are transferred, stored or destroyed in accordance with the Freedom of Information and Protection of Privacy Act of Alberta (FOIP) and relevant legislation, regulations, Library policies and administrative procedures.

Legislative and Policy Authorities

- [Alberta Libraries Act - Chapter L-11](#)
- [City of Edmonton Bylaw 12101 - Corporate Records and Information Management](#)
- [Freedom of Information and Protection of Privacy Act of Alberta](#)

Related Board Policies

- [Privacy and Confidentiality of Customer Information, B-2005](#)