

COMMITTEE: Library Board  
TOPIC: Operating Policies

PASSED: 25 April 2024  
AMENDED:  
REVIEW PERIOD: As required.

**PURPOSE**

The NVDPL recognizes that NVDPL’s recorded information is a valuable corporate asset for delivering efficient, appropriate, open and transparent services. This policy establishes guidelines for the efficient and effective creation, storage, retrieval, retention, management, and disposal of records.

**SCOPE**

The scope of this Policy applies to all recorded information in NVDPL’s ownership and control; and therefore, includes physical and electronic records in all forms and formats, whether or not those documents are official business records, including any information created, received, and maintained by the NVDPL in the course of its work, irrespective of format.

This policy applies to all NVDPL employees, Board Members, volunteers, and contractors (“Personnel”).

All NVDPL Information Systems are in scope in terms of the information held within them, and system outputs. The infrastructure and systems on which information is communicated and stored, and within which data may be backed up and recovered, is out of scope of this policy. This document refers to the NVDPL’s infrastructure, a key enabler of effective information management, but does not define any specific NVDPL requirements of it.

**POLICY OBJECTIVE**

This policy provides the NVDPL with a management framework including (but not limited to) policies, standards, guidelines, procedures, and systems that are flexible, efficient, and effective for managing recorded information.

**POLICY PRINCIPLES**

The NVDPL asserts (except as stated in this policy or as otherwise agreed in writing) ownership and control of all recorded information that is created or received in support of its operations and internal administrative support.

Failure to comply with this policy could expose the NVDPL to significant loss in terms of increased risk of litigation or legal sanction, increased cost of litigation, loss of reputation, or reduction in operating efficiency.

**POLICY DETAILS**

NVDPL's recorded information shall be managed according to the following standards:

- Records shall be organized and classified in a manner which facilitates access by those who require it.
- Records shall be classified, organized and stored based on sensitivity, confidentiality and accessibility requirements, restricting access to Personnel in accordance with their roles and responsibilities.
- Records shall be stored in designated repositories, such as cloud-based platforms or internal servers.
- Record retention periods shall be defined based on legal, regulatory, and operational requirements.
- Obsolete or redundant records shall be securely disposed of in accordance with NVDPL's records retention guidelines.
- Records shall be created using approved software and templates provided by the organization.
- All records must adhere to consistent formatting standards and branding to ensure uniformity and professionalism.
- Records requiring review and approval must follow established workflows and procedures.
- Authorized personnel shall review records for accuracy, completeness, and compliance before approval.
- Records shall be protected from unauthorized loss and/or release.
- Confidential or sensitive information must be encrypted or password-protected when transmitted or stored electronically.

Recorded information of historical value shall be preserved.

## **RESPONSIBILITY**

The Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for administering this Policy.