

Records Retention Policy

To satisfy administrative, legal, fiscal, and historical needs, library records will be retained.

Section 1. Records created by the library for the purposes of doing business will be subject to the State of Michigan Records Retention and Disposal Schedule #17 – Public Libraries.
https://www.michigan.gov/documents/dtmb/RMS_GS17_640201_7.pdf

Section 2. Records related to Patron Library Accounts (17.084 Circulation Cards) in good standing shall be purged after three years of inactivity. Cards which have been suspended from borrowing privilege will be retained until the account bills have been paid in accordance with the library's *CIRC – 1 Library Card Policy*, Suspension of Borrowing Privileges guidelines.

Section 3. Access to retained records shall be in accordance with the library's *MGT – 1 Confidentiality of Library Records Policy*.

Peter White Public Library Board of Trustees

Approved: May 18, 2021

Updated: