

**GENERAL SCHEDULE #17 - Michigan Public Libraries**

This Retention and Disposal Schedule covers records that are commonly found in **public libraries**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

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**APPROVED**

State Administrative Board

1/18/05  
(Date)

## GENERAL RETENTION SCHEDULE #17 MICHIGAN PUBLIC LIBRARIES INTRODUCTION

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the State Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A **“general schedule”** will cover records that are common to a particular type of government agency, such as a public library. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.
- Any record that is not covered by a general schedule must be listed on an **“agency-specific schedule”** that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Libraries need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using

different recording media. Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>.

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**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
 /GS17/      *Public Libraries*

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17.001 -	<u>Bylaws</u>	PERM	01/18/2005
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Bylaws state the purpose of the library, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library.

17.002 -	<u>Policies, Procedures, and Directives</u>	PERM	01/18/2005
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Policies may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and the Library Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board. These records are preserved permanently to document the institutional memory of the library.

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17.003 -      Annual Reports      PERM      01/18/2005

These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library.

17.004 -      Meeting Records--Open Session      PERM      01/18/2005

Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the library.

17.005 -      Meeting Records--Closed Session      EVT      01/18/2005

These records consist of minutes taken during a closed session, including any audio or visual recordings. EVT = Closed session meeting records shall be destroyed 1 year, plus 1 day from the date that the meeting minutes are approved.

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17.006 -      Administration - General Correspondence      CR+2      01/18/2005

General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference.

17.007 -      Director/Assistant Director's Reports      CR+7      01/18/2005

These monthly reports to the board summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers. A copy of the report is included in board meeting records.

17.008 -      Administrative Subject Files      ACT+5      01/18/2005

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while of interest for ongoing administration.

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17.009 -	<u>Meeting Records-Internal Staff</u>	CR+2	01/18/2005
	<p>These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.</p>		
17.010 -	<u>Planners/Calendars</u>	CR+2	01/18/2005
	<p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks.</p>		
17.011A -	<u>Donor File--Monetary Donations</u>	CR+7	01/18/2005
	<p>This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.</p>		
17.011B -	<u>Donor File--Property Donations</u>	ACT	01/18/2005
	<p>This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the item is in the possession of the library.</p>		

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17.012 -      Friends of the Library Files      ACT      01/18/2005

These organizations support library services and fund raising. Library files concerning these organizations may contain lists of current officers and members, informational reports from the Friends group, meeting minutes, copies of the group's 501c3 status documentation, by-laws, correspondence, and information about fundraising projects. ACT = while of interest for ongoing administration.

17.013 -      Annual Report to the Library of Michigan      CR+10      01/18/2005

This statistical report is submitted to the Library of Michigan annually, and describes the governing structure of the library, its size, the population of the area served, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures. Libraries are encouraged to retain these records permanently to document their institutional memory.

17.014 -      Grant Files      ACT      01/18/2005

These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any others. The files may include planning session documents, meeting notes, the grant application, contracts with builders, files from construction, and final reports. ACT = until the grant expires, plus any additional time that is required by the granting institution.

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17.015 - Millage Records      CR+6      01/18/2005

These records document efforts by the library to generate revenue through millage increases. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the board to request millage increases and legal opinions on the ballot proposal.

17.016 - Accident Reports/Claims      CR+7      01/18/2005

The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.

17.017 - Patron Disciplinary Files      ACT+5      01/18/2005

These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. ACT = Until date of the last incident involving the patron.

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17.018A -	<u>Strategic Planning--Development Documentation</u>	SUP	01/18/2005
	<p>These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans. SUP = retain until the subsequent plan is approved.</p>		
17.018B -	<u>Strategic Planning--Final Approved Plan</u>	PERM	01/18/2005
	<p>This is the final version of the strategic plan that is approved by the library board.</p>		
17.019 -	<u>Freedom of Information Act (FOIA) Records</u>	CR+1	01/18/2005
	<p>This file will document any requests for information or public records maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>		
17.020 -	<u>Final Annual Budget</u>	CR+10	01/18/2005
	<p>The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.</p>		

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17.021 - Budget Documentation      CR+5      01/18/2005

These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding. The draft budget is sent to the board for approval and may be kept with the board meeting records.

17.022 - Annual Financial Report/Audit      CR+10      01/18/2005

These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. Michigan law (P.A. 2 of 1968 and amendments M.C.L. 141.421 et al.) requires any local government agency that serves more than 4,000 residents to have an annual audit. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.

17.023 - Monthly Financial Reports      FY+7      01/18/2005

These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, millage, investment income, cash receipts, fixed costs, payroll, and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy is kept with board meeting records.

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17.024 -	<u>Accounts Payable/Receivable</u>	FY+7	01/18/2005
	<p>Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software.</p>		
17.025 -	<u>Journal Entries/General Ledger</u>	FY+7	01/18/2005
	<p>Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.</p>		
17.026 -	<u>Balance Sheet</u>	FY+7	01/18/2005
	<p>This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts</p>		
17.027 -	<u>Deposit Slips and Cancelled Checks</u>	FY+7	01/18/2005
	<p>Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made</p>		

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17.028 -	<u>Invoices</u>	FY+7	01/18/2005
	<p>These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.</p>		
17.029 -	<u>Purchase/Order Records</u>	FY+7	01/18/2005
	<p>This file documents the ordering of goods that are not added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger. Records of a purchase are usually compared to invoices and are filed with packing slips and payment records.</p>		
17.030 -	<u>Sales Records</u>	FY+7	01/18/2005
	<p>These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts</p>		
17.031 -	<u>Cash Receipts</u>	FY+6	01/18/2005
	<p>This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.</p>		

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17.032 -	<u>Petty Cash Vouchers</u>	FY+7	01/18/2005
	<p>Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.</p>		
17.033 -	<u>Bank Statements and Reconciliations</u>	FY+6	01/18/2005
	<p>These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month. Attached to the statement is a reconciliation form which the library uses to compare their drafts, transfers, withdrawals, and deposit records with those on the bank statement</p>		
17.034 -	<u>Contracts</u>	EXP+6	01/18/2005
	<p>This record series consists of any original contracts that document agreements between the library and vendors or customers. It may also include contracts with Internet service providers, other agencies, library cooperatives or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.</p>		
17.035 -	<u>Leases</u>	EXP+6	01/18/2005
	<p>This file contains any leases for library buildings.</p>		

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17.036 -	<u>Legal Opinions</u>	PERM	01/18/2005
	These files consist of correspondence with the law firm that provides legal counsel to the library.		
17.037 -	<u>Litigation Files</u>	ACT+5	01/18/2005
	These files document any litigation to which the library is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.		
17.038 -	<u>Annual Inventory and Depreciation Schedules</u>	FY+7	01/18/2005
	This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. The cost of these items is then distributed across the useful life of the property. Governmental Standards Accounting Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. This includes circulating and non-circulating collections, furniture, computers, vehicles, and office equipment. The report is used as a source document for the annual financial report. Items remain on the inventory until their active life has elapsed.		
17.039 -	<u>State Tax Returns</u>	FY+7	01/18/2005
	These statements report the taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Michigan annually		

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17.040 -	<u>Payroll Deduction/Liability Records</u>	FY+7	01/18/2005
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These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance

17.041 -	<u>Insurance</u>	EXP+6	01/18/2005
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These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.

17.042 -	<u>Bids Not Awarded</u>	CR+7	01/18/2005
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This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.

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17.043 -	<u>W-2 Forms</u>	FY+6	01/18/2005
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This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes. One copy is retained and duplicates of these forms are given to employees  
W-2 Forms

17.044 -	<u>Employer Contributions to Retirement Accounts</u>	FY+7	01/18/2005
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These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds

17.045 -	<u>Payroll Summaries</u>	FY+7	01/18/2005
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Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports

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17.046 -      Blueprints/Building Plans      PERM      01/18/2005

Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation. If the library sells the property, the new owner should be given these documents.

17.047 -      Licenses and Permits      EXP+1      01/18/2005

This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.

17.048 -      Inspection Reports      ACT      01/18/2005

Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. ACT = until superseded or equipment/building is not owned by the library.

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17.049 - Hazardous Material Safety Data Sheets      ACT+30      01/18/2005

Federal law [●SHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials. ACT= while the hazardous material being used or stored is on library property.

17.050 - Security Log      CR+3      01/18/2005

The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings

17.051 - Surveillance Tapes      CR+0/2      01/18/2005

These are videotapes of activity taking place on library property

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17.052 -      Vehicle Files      ACT      01/18/2005

These files record financial and maintenance information about individual vehicles in the library fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records. ACT=life of the vehicle.

17.053 -      Payroll Records      ACT+40      01/18/2005

Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. ACT = while individual is employed by the library.

17.054 -      Personnel Files           01/18/2005

These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). This series is subdivided to distinguish those documents requiring different retention periods.

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17.054A - Personnel Files-Retirement, Leave, and Life Insurance Records      ACT+40      01/18/2005

Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library.

17.054B - Personnel Files-Application, Hiring, Salary, and Position      ACT+7      01/18/2005

These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. ACT = while individual is employed by the library.

17.054C - Personnel Files-Withholding Forms      SUP+6      01/18/2005

These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.054D -	<u>Personnel Files-Health Plans</u>	SUP+1	01/18/2005
	These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans.		
17.054E -	<u>Personnel Files-Union Membership</u>	ACT	01/18/2005
	These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends		
17.054F -	<u>Personnel Files-Electronic Funds Transfer</u>	ACT+1	01/18/2005
	This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends.		
17.055 -	<u>I-9 File</u>	EVT+3	01/18/2005
	Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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17.056 - Staff Work Schedules ACT+2 01/18/2005

These records consist of schedules of employee hours in order to provide library services during hours of operation. They may list the days of the month, the name of employees and hours of work. ACT = until the end of the pay period.

17.057 - Time and Attendance CR+7 01/18/2005

Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name.

17.058 - Vacation and Sick Leave Calculator and Report FY+7 01/18/2005

These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period.

17.059 - Time Off/Vacation Requests FY+1 01/18/2005

These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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17.060 - Employee Injury Records-Exposure ACT+30 01/18/2005

These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by ●SHA 29CFR 1910.1020(d)(1)(i). ACT = while individual is employed by the library.

17.061 - Employee Injury Records-Non-exposure ACT+7 01/18/2005

These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to ●SHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. ●SHA requires any information pertaining to job-related illness and injury to be kept on file for five years after the end of the fiscal year in which the event occurred. ACT = while individual is employed by the library

17.062 - Grievances ACT+7 01/18/2005

These files document employee grievances against the library and the resolution of the grievance. It includes written grievances sent to the Human Relations Director, the response of the Director, correspondence, summary sheets, legal documents, and employee history information. ACT = until the grievance is closed

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
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17.063 -      Union Contract Negotiation Files      EXP+3      01/18/2005

This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract

17.064 -      Staff Newsletter      ACT      01/18/2005

Internal newsletters communicate new policies and procedures and relate important news to employees. They are used to disseminate information and promote staff cohesion. ACT = until no longer needed for reference. However, libraries are encouraged to retain newsletters permanently to document the library's history.

17.065 -      Job Applications-Not Interviewed/Not Hired      CR+1      01/18/2005

These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents

17.066 -      Job Applications-Interviewed/Not Hired      CR+2      01/18/2005

These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

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17.067 -      Workers Disability Compensation Files      ACT+10      01/18/2005

These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file. ACT = until the claim is settled.

17.068 -      Job Descriptions      SUP      01/18/2005

These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. Job descriptions are filed alphabetically by position title in a separate file

17.069 -      Volunteer/Subsidized Employee Personnel Files      ACT      01/18/2005

These files document volunteers or subsidized workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the releases of employee information, correspondence with program officers, timesheets and schedules. ACT = while the individual is participating in the program and working at the library.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.070 -	<u>Continuing Education</u>	ACT	01/18/2005
	<p>These records document on-going training of librarians, which is required by state law as a condition of receiving state aid. The file consists of certificates of completion for accredited programs. ACT = while individual is employed by the library</p>		
17.071 -	<u>User Accounts</u>	ACT	01/18/2005
	<p>These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. ACT = while the employee is on staff.</p>		
17.072 -	<u>Electronic Equipment Inventory</u>	ACT	01/18/2005
	<p>This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff. The inventory may identify the model number, manufacturer, location, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device. ACT = while equipment is in use.</p>		
17.073 -	<u>Network Drop Map/Schematic</u>	ACT	01/18/2005
	<p>This schematic indicates how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them. ACT = while current.</p>		

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17.074 -      Integrated Library System (ILS)      SUP      01/18/2005

The ILS manages circulation and ordering records. It consists of a database of bibliographic holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users

17.075 -      Back-Up Tapes      SUP      01/18/2005

These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy.

17.076 -      Software Guides      ACT      01/18/2005

These files consist of software and equipment installation, operation, and trouble-shooting information. ACT = while the equipment or software is being used within the library.

17.077 -      Web/Intranet Files      ACT      01/18/2005

These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site. ACT = while current.

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17.078 -      Web Server and Routers      ACT      01/18/2005

These files document equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of the connecting cables, and the capacity of the equipment. ACT = while library owns the equipment.

17.079 -      Library/Cooperative Website      ACT      01/18/2005

Library websites may include information about hours, library events and classes, links to popular reference resources, and provide a gateway to the catalog. Cooperative websites may include information about the location, hours and services. The website also serves as a gateway to member library websites and online catalogs. The website may also provide links to online library sources. ACT = while website information is current and of use to the public and member libraries.

17.080 -      Order Records      CR+7      01/18/2005

These records document acquisitions to the library collections and track new acquisitions. The order forms may include short bibliographic information, the person who selected or ordered the item, the source of funding, the number of copies ordered, the estimated cost of the order, the vendor, the date received, the invoice number, date, amount, and the date the invoice is paid. The records may include order lists, acquisition records, printouts of online purchase, and electronic ordering data on the ILS.

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
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17.081 -      Magazine Order Records      ACT      01/18/2005

These records list magazine subscriptions whether ordered separately or through a subscription service. It may list the titles of current subscriptions, renewal dates and expected dates for new issues. This information may be kept in lists, spreadsheets, or vendor order records. ACT = while the library holds the magazine subscription.

17.082 -      Memorials Book Donations      ACT      01/18/2005

These files document memorial money donated to the library. Information may include the donor name and contact information, an inventory of the items purchased with the funds, and the name of the person memorialized. Large financial gifts usually include a letter of acknowledgement. ACT = while the item is held by the library.

17.083 -      Shelf List      ACT      01/18/2005

The shelf list consists of catalog cards for each item in the library collection. The list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings. ACT = until item is deaccessioned.

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17.084 -	<u>Circulation Cards</u>	ACT	01/18/2005
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These cards document which items are borrowed, when they are due, and who has borrowed them. The card for books may include the author, title, call number, date due, and patron card number. Cards for video checkout may include the name, address and phone number of the patron, and a responsibility statement to be signed and dated by the borrower. Cards are removed from the item when it is borrowed and are retained at the library. ACT = until the item is deaccessioned and all relevant fines are paid or are written off, per library policy.

17.085 -	<u>Bibliographic Records</u>	ACT	01/18/2005
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These records contain the basic information about each title in the library collection. These records may have been created in house (for local publications or AV materials), or may have been acquired from a vendor or Online Computer Library Center (OCLC). Once acquired, they are maintained in a card catalog system or electronically in an integrated library system (ILS). They contain highly structured Machine Readable Catalog (MARC) information including, title, author, publisher, copyright dates, subject headings, content notes, Library of Congress numbers, ISBN, Dewey numbers, barcode numbers, and the location of copies held by the library. ACT = while a copy of the title is held by the library.

ACT = Active

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17.086 -	<u>Item Level Record</u>	ACT	01/18/2005
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These records document each individual copy of any title within the collection. The record consists of all bibliographic information, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record. ACT = while the library possesses the item.

17.087 -	<u>Authority Files</u>	ACT	01/18/2005
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These files promote consistency of identifying names and subjects according to established rules in bibliographic records. Libraries may purchase authority files from a vendor. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). ACT = as long as the file references an item in the collection.

17.088 -	<u>Patron Registration Forms</u>	ACT	01/18/2005
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Patron registration cards contain identifying information for each individual who may withdraw materials from the library collection. Many libraries have separate forms for adults and youth. All cards are signed by adults and may list the adult's name, address, telephone, birth date, gender, drivers' license number, contact information, and a signed statement of responsibility for any library materials borrowed. Youth cards include identifying information for the youth. Borrowing privileges may extend for indefinite or limited periods of time. Libraries are encouraged to establish an expiration date for borrowing privileges (that may be renewed) and to arrange patron registration records according to these dates to facilitate weeding. Registration forms are kept until all fines have been paid and all items returned. ACT = while active as defined by library policies and procedures.

ACT = Active

CR = Creation

EXP = Expiration

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SUP = Superseded

EVT = Event

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17.089 - Patron Database      ACT      01/18/2005

Identifying information from the patron registration forms, including a card number, is entered into the ILS for purposes of identifying which patrons have borrowed which items. In addition, patron records identify the items currently borrowed, fines, holds, and any interlibrary loans. ACT = until the card expires without renewal and all items are returned and fines paid, per library policy

17.090 - Internet Use Agreements      ACT      01/18/2005

These documents are signed by patrons who agree to abide by the library's internet usage policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. The forms may indicate if the patron will have access to the filtered or unfiltered terminals. Libraries are encouraged to arrange youth agreements by birth date and adult agreements alphabetically. ACT = Agreements are retained until the patron's registration (see item #87) expires.

17.091 - Computer Use Schedules      EVT      01/18/2005

These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Libraries are encouraged to erase the electronic log of web sites visited by each patron when the patron logs off the computer. EVT = end of business day.

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17.092 - Overdue Notices      ACT      01/18/2005

These notices are sent to patrons to remind them to return borrowed items including videos, print materials, or interlibrary loan items. Notices may be generated manually or automatically by the ILS. ACT = until fines are paid or are written off, per library policy.

17.093 - Overdue/Fine Records      ACT      01/18/2005

These records document all items that are currently overdue and the notification of patrons of overdue materials. They are created when the items become overdue. If the fine is not paid, patron contact information may be turned over to the police or a collection agency. ACT = until item is returned or until fines are paid or are written off, per library policy.

17.094 - Interlibrary Loan Records      ACT      01/18/2005

These records track the request and return of library items exchanged under cooperative, consortium, Online Computer Library Catalog (OCLC) or InMICH agreements. The requests may be made manually, but are generally made and filled through databases. No patron information is included in these requests. Patron information is found in the requesting library's patron database as ILL requests and/or material checked out on item level records. Records of lent items are noted on the item level records as checked out to the library. All of these records indicate when and where the item was sent, when it is due back, and when it was returned. Records are kept until monthly statistics are created. ACT = until the item is received by the sender and monthly statistics are compiled.

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17.095 -      Monthly Circulation Reports      CR+5      01/18/2005

These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and ●CLC. A copy of this report may be submitted to the board each month and filed with the board meeting records.

17.096 -      Reference Statistics      ACT      01/18/2005

These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. ACT = while of use to the agency.

17.097 -      Publicity, Design, and Production Requests      CR+1      01/18/2005

These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job.

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17.098 -      Publicity and Programming Files      CR+3      01/18/2005

These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, attendance sheets, and evaluation forms. They may also include any contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. Select promotional materials may be kept permanently, in accordance with item #103.

17.099 -      Mailing Lists      ACT      01/18/2005

This list is used to distribute information and announcements to targeted groups of patrons and/or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information. ACT = while information is current and useful.

17.100 -      Photographs      ACT      01/18/2005

These digital and paper images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph. ACT = while of value, keep some permanently as part of historical file

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17.101 - Contest Entry Forms ACT+0/1 01/18/2005

These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples. ACT = until determination of the contest winner.

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17.102 - Exhibit Files EVT+3 01/18/2005

These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. EVT = until exhibit closes.

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17.103 - Library Publicity and Historical Files PERM 01/18/2005

These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.

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SUP = Superseded

EVT = Event

DISP = Immediate Disposal

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17.104 - Library Newsletters PERM 01/18/2005

These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies. They are useful for creating and preserving library cohesion and institutional memory.

17.105 - Press Releases ACT 01/18/2005

These records may contain documentation pertaining to the development of a press release. Files may include work requests, drafts, approved distribution lists, topical indexes, and official press releases. Only the official press release and related topical indexes need to be retained permanently. The remaining documents should be retained in accordance with item #98. ACT = while of reference value to the library. Some press releases should be preserved permanently to document the institutional memory of the library.

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17.106 - Donor Files PERM 01/18/2005

These files document the donation of materials to the collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

17.107 - Accession Records PERM 01/18/2005

These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/ container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.

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ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

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17.108 - Processing Files PERM 01/18/2005

These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.

17.109 - Finding Aids ACT 01/18/2005

These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection. ACT = while collection is retained.

17.110 - Plan of Service PERM 01/18/2005

The plan identifies the services that are offered by the cooperative, and the manner in which member libraries are represented on the cooperative's board and council. It also outlines the structure and responsibilities of the cooperative board, cooperative council, and all member libraries. Member libraries approve the plan.

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17.111 -      Council Meeting Records      PERM      01/18/2005

The council consists of all member libraries. The meeting records document all matters brought before the council. Records may include an agenda, treasurer's report, minutes, and any committee reports. They also include any supporting documents relating to agenda items.

17.112 -      Membership Lists      ACT      01/18/2005

These lists contain contact information for member libraries. These may include public, school, academic, and special use libraries. The lists are used to facilitate administration and communication within the cooperative. These lists may be available on the cooperative's website. ACT = while the information is current.

17.113 -      Online Union Catalogs      ACT      01/18/2005

Cooperatives may provide online access to the combined catalogs of member libraries.

17.114 -      Interlibrary Loan (ILL) Records      01/18/2005

These records track requests to borrow or lend items through a service administered by the cooperative. These records document three types of ILL activity: a member library borrowing materials from another member library; a request from a member library that is not available within the cooperative; and a request to borrow material held by a member library

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17.114A -	<u>ILL Requests by Member Libraries--Filled Within the Cooperative</u>	ACT	01/18/2005
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These electronic records are created and stored only in the cooperative's union catalog and interlibrary loan automation system. Requesting libraries identify the item requested, find the member libraries that hold the item, and input a string of holding libraries by code number. The system automatically completes the request. ACT = until the item is loaned and returned.

17.114B -	<u>ILL Requests by Member Libraries--Not Filled Within the Cooperative</u>	ACT+0/1	01/18/2005
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These records consist of printouts of request screens from the Online Computer Library Catalog's (OCLC) ILL system. These screens list the code for all participating OCLC libraries that hold the item. It may also include the request date, OCLC transaction number, bibliographic information, requesting library, and any terms of lending. Cooperative staff enters the codes of five libraries that possess the item and the computer system contacts these libraries sequentially until a loan is secured. The computer system records then indicate where the item was borrowed and when it is due back. The computer system includes fields for all items shipped, unfilled requests, conditional loans, renewal requests, and returns. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file. ACT = until the item is returned.

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17.114C -	<u>Interlibrary Loan Requests from Non-Member Libraries</u>	ACT+0/1	01/18/2005
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These requests are received in the pending data file of the ●CLC ILL system. They list the requesting library, title and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the cooperative's ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the cooperative in a loan file. If the request cannot be filled within the cooperative, a note is attached in the reply stating the reason why the item is not currently available. ACT = until the item is borrowed and returned.

17.115 -	<u>Log of ILL Requests by Member Libraries</u>	CR+1	01/18/2005
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This document lists the ●CLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.

17.116 -	<u>Log of Interlibrary Loan Requests from Non-Member Libraries</u>	CR+1	01/18/2005
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This log lists the ●CLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned. If the request cannot be filled, the reason is noted. This log is a source document for monthly statistics.

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17.117 - Monthly ILL Transactions-Borrowing Statistics CR+1 01/18/2005

These reports summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report is submitted to the board each month and is filed with the board packet.

17.118 - Monthly Statistics on Items Lent by Member Libraries CR+5 01/18/2005

These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through ●CLC and the cooperative's ILL system. A copy of this report is submitted to the board each month and is filed with the board packet.

17.119 - Interlibrary Loan Reference Codes ACT 01/18/2005

These documents list ILL codes for member libraries in order to facilitate ILL requests. The lists may include ●CLC and cooperative codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. ●Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc. ACT = while information is current and useful for administration of the program.

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ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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17.120 - 16 mm Film Collection Records ACT 01/18/2005

This file contains the current list of 16 mm films available for circulation. Libraries interested in borrowing a film contact the cooperative by phone or e-mail and the cooperative sends the film by courier. The lending records for films may identify the name and number of the borrowing library, and the date they are checked out. Items can also be reserved if they are currently checked out. When the films are returned, the title is checked in. ACT = while information is current and useful for reference.

17.121 - Rotating Video Collection Inventory ACT 01/18/2005

These records document cooperative-owned videos. Boxed collections of videos rotate from library to library on a monthly basis. Each box contains a copy of the box inventory listing the title, rating, price, length, and if it is in color. When the box is returned, all items are checked, broken items are replaced, and the inventory is updated. Replacements are made from extra copies of videos kept in the cooperative. Video collection records may include a full inventory of all videos owned by the cooperative, an inventory of all extra videos kept as replacements, an official copy of the inventory of each box, and a copy of the inventory kept in the box. A rotation schedule for boxes is revised annually, presented to board and kept in board packet. ACT = while information is current and useful for reference.

17.122 - Film/Video Circulation Summary CR+5 01/18/2005

This monthly report lists the number of 16 mm films and other videos circulated from the cooperative holding by member libraries. The 16 mm film collection and the rotating video collection are the only circulating items owned and maintained by the cooperative

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.123 -	<u>Document Delivery Service Forms</u>	ACT	01/18/2005
	<p>These forms document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other cooperative, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item. ACT = while item is in transit.</p>		
17.124 -	<u>Delivery Schedule</u>	SUP	01/18/2005
	<p>These records list the courier routes, stops, and times for each delivery route and the day of the week. The courier does not carry a manifest of ILL items while in transit. The delivery schedule is revised as needed.</p>		
17.125 -	<u>Training and Workshop Records</u>	ACT+3	01/18/2005
	<p>These files include materials used to teach workshops such as handouts, electronic presentations, and other documents created by cooperative training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts. ACT = while workshop is included in the curriculum.</p>		
17.126 -	<u>Workshop Calendars and Flyers</u>	SUP	01/18/2005
	<p>These materials publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all cooperative directors and are posted on the cooperative website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms.</p>		

ACT = Active      CR = Creation      EXP = Expiration      FY = Fiscal Year  
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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.127 -	<u>Workshop Authorization Form</u>	ACT	01/18/2005
	<p>This form authorizes individuals who are not employees of member libraries to attend cooperative workshops. The form may include registrant information and their patron status at a member library. The director of the member library will sign them. ACT = until patron completes workshop.</p>		
17.128 -	<u>Registration Forms</u>	ACT	01/18/2005
	<p>These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership. ACT = until attendee completes workshop</p>		
17.129 -	<u>Workshop Statistics</u>	CR+3	01/18/2005
	<p>This summary of training room events may include workshop titles, dates, CEUs granted, number of attendees, revenue received, expenses and the net income. Attendance and income/expense/net profit is totaled monthly and annually according to the cooperative's fiscal year.</p>		
17.130 -	<u>Proposals for New Services</u>	ACT	01/18/2005
	<p>Proposals may include planning documents, a description of the new service, date the policy was established, and costs for the service. Proposals are presented to member libraries at council meetings. ACT = while new service is being introduced.</p>		

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**General Schedule #17--Public Libraries  
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**General Schedule #17--Public Libraries**  
**Appendix II: Frequently Asked Questions**

**Q: What is a public record?**

**A:** The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Q: Are all records considered to be “official” records?**

**A:** No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Libraries need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

**Q: Are the retention periods listed on the general schedule minimum amounts of time that a record should be kept?**

**A:** Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a library from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the library can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the library if it receives a FOIA request, or if it becomes involved in litigation.

**Q: Does my library have to follow the general schedule?**

**A:** Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of the General Schedule for Public Libraries is to ensure that all libraries are following consistent retention practices, and to prevent individual libraries from having to develop an agency-specific schedule. However, if your library does not want to follow the general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal library policies that are approved by the library’s governing board do not have the force of law that an approved Retention and Disposal Schedule has.

**Q: What is an agency-specific schedule?**

**A:** Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What should my library do if we create a record that is not listed on the general schedule?**

**A:** The general schedule covers records that are common to most public libraries. However, it does not claim to be inclusive of every record that all libraries create. Records that are not listed on this general schedule cannot be destroyed without the authorization of an approved agency-specific schedule.

**Q: What should my library do if we do not create a record that is listed on the general schedule?**

**A:** Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

**Q: What do the codes in the Total Retention column mean?**

**A:** The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual.

**Q: What do the numbers in the Total Retention column represent?**

**A:** In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula to determine a disposal date.

**Q: Does the general schedule only cover paper records, or does it cover databases and other electronic records too?**

**A:** Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

**Q: Does the general schedule cover e-mail?**

**A:** Yes. Many of the record series listed on the general schedule may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

**Q: Can records be microfilmed or digitally imaged?**

**A:** Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. Libraries are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: How can I determine which records that are listed on the general schedule contain confidential information that should not be released to the public?**

**A:** Select records series that are listed on the general schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

**Q: Is there an appropriate way to destroy records that contain confidential information?**

**A:** Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are

destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

**Q: Who is responsible for ensuring that this schedule is followed?**

**A:** The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Library directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

**Q: What happens to the records of libraries that close/cease operating?**

**A:** Another agency within the political boundaries of the library should be assigned the responsibility of retaining the short-term records (such as financial documents), until their retention period has expired so they can be audited. The State Archives of Michigan may take responsibility for preserving the permanent records (such as board meeting records, newsletters, etc.). Libraries in this situation should contact the State Archives for assistance at (517) 373-1408 or <http://www.michigan.gov/statearchives/>.

**Q: What should I do if I have suggestions for revising the general schedule?**

**A:** Contact the Records Management Services at (517) 335-9132.