

Records Retention Policy

Policy Statement

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

Regulations

1. Records will be retained in accordance with state law¹. Transactions related to “17.084 Circulation Cards” shall be purged after 5 years. Expired library card records with balances of under \$500 owed shall be purged after 5 years.
 2. Access to retained records shall be in accordance with the library’s *Confidentiality of Library Customer Records* policy.
 3. Designated agents of the library shall be required to follow the library’s records retention schedule.
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Approved: September 21, 2016
Clinton-Macomb Public Library Board of Trustees

¹ MCL 399.5 *et seq.* and 750.491 *et seq.* General Schedule #17 Michigan Public Libraries.