

## Records Retention Policy

### Policy Statement

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

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### Regulations

1. Records will be retained in accordance with state law<sup>1</sup>.
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 20, 2006  
Clinton-Macomb Public Library Board of Trustees

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