

MARSHALL-LYON COUNTY LIBRARY BOARD POLICY		105	
Policy: Record Retention		Originally Adopted	New
		Current Version Adopted	May 2016
Last Review	April 2019	Next Review	April 2022

The purpose of this policy is to set forth what types of records the Library maintains, for how long, and what guides those decisions. Minnesota Statutes 138.17 and 13.40 discuss how library data is collected, maintained, used, preserved and, if called for, destroyed. The City of Marshall and Lyon County have also adopted the State’s Record Retention requirements and practices. Thus, this policy keeps the Library compliant with all these laws, rules and regulations.

Using the *General Records Retention Schedule for Minnesota Cities* (July 2013) and the Minnesota Historical Society’s *Government Records Information Leaflet No. 7: Public Library Records* (March 2007) as a guide, the Library will maintain all records that have current or historical value. Should space become an issue, the Library Director will determine if the records can be digitized or should be transferred to the State Archives in the Minnesota Historical Society. When certain records are destroyed according to the General Schedule, a list will be maintained of what is destroyed. Any records that are not listed in the General Schedule and are under consideration for destruction, the proper forms and procedures will be followed, as laid out in the General Schedule. The Library does retain the option of keeping records beyond the scheduled period of time laid out in the General Schedule, if there is a reason to do so.

The following is a list of the most critical records that the Library will maintain and provide access to (please note this is NOT an exhaustive list of all records and data that the library produces, maintains and preserves):

- All documents pertaining to the business of the Library Board of Trustees, including minutes, Board packets and annual budgets.
- Annual reports and planning documents, as shared with the community and the State.
- Newsletters, publicity/marketing files and pieces, and any other issuances the Library produces to interact with the community and its various segments.
- Financial statements, audit reports and other documents related to important fiscal decisions or capital expenditures.
- Special consulting reports, studies, statistical or informational surveys and memos that document changes in policies, services, programs or resources, or that are used in creating any planning documents.
- Directors’ files, including correspondence, research, or working papers, that document policy and operational decisions and changes.
- Ongoing and/or historical records of volunteer groups, such as the Friends of the Library and the Library Foundation, including minutes, agendas, annual fiscal and other reports, documents and issuances of major events, and scrapbooks.