

MacDonald Public Library Record Retention Policy

Adopted: March 2024

Next scheduled review: March 2030

Purpose

The purpose of this policy is to ensure (1) that necessary MacDonald Public Library (“Library”) records and documents are adequately protected and maintained, (2) that records that are no longer needed or have no value are destroyed at the appropriate time and manner, and (3) that Library history is preserved.

The Library’s policy is to comply with local, state, and federal laws regarding the retention and disposition of Library public records, as defined by the Michigan Freedom of Information Act and Michigan law. Michigan law requires that all public records be listed on an approved Retention and Disposal Schedule.

Adoption of Record Retention Schedule

To this end, the Library adopts the following State of Michigan Archives and the State Administrative Board, General Record Retention and Disposal Schedules:

- GS1 - Nonrecord Material Defined (approved 6-2-2015)
- GS17 - Libraries
- Any other schedule with applicability to Library records

These Retention and Disposal Schedules cover records that are commonly found in the Library. The Retention and Disposal Schedules identify how long the records must be kept in order to satisfy administrative, legal, fiscal and historical needs. The Retention and Disposal Schedules also identify when records may be destroyed. The Library Director is responsible for ensuring that relevant staff are aware of the provisions in the schedule and following them.

Identification of Library Records

The records of the Library are important assets. The Michigan Penal Code, MCL 750.491, provides that all official books, papers, or records created by or received in any of the State’s political subdivisions, including the Library, are declared to be public property. This Record Retention Policy applies to all records, regardless of format (for example, paper, electronic, microform, microfilm, microfiche, magnetic tapes, and CD-ROM, or other more traditional media). If there is

any question of whether a document is a record requiring retention, the Library Director should be consulted.

Michigan's Record Retention General Schedule #1 addresses the retention of "non-record" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document Library activities. These materials can be disposed of when they have served their intended purpose.

Record Retention and Preservation

The Library and its employees shall organize their records to promote fast and efficient retrieval of information. The Library has authority to determine the method of storage; however, it must be a reliable method of maintaining records and adaptive to changing technology. In addition, the Library must comply with the standards for reproduction under the Records Reproduction Act.

Employee Responsibility

All records are the property of the Library. No Library employee has, by virtue of his or her position, any right to such records, even though he or she may be named as the author, recipient, or custodian of them. Library employees may not take any records or copies of such records when they retire, resign, or otherwise terminate employment.

Disposal

Individuals responsible for the retention of the record (employees who create, send, or receive records) are also responsible for the destruction of the record following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential information can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

All employees should note the following general exception to any stated destruction schedule: If you believe, or the Library informs you, that Library records are relevant to litigation, potential litigation (i.e., a dispute that could result in litigation), government audit, FOIA request and response or investigation, then employees must preserve those records until the matter to which they relate has been finally resolved and Library legal counsel has approved their disposition. This exception supersedes any previously or subsequently established destruction schedule for those records. *If you believe that an exception may apply or have any questions regarding the possible applicability of that exception, please contact the Library Director.*