

Records Management, Retention & Disposition Policy

East Bonner County Free Library District

Purpose

To establish a plan for the management, retention and disposal of Library District records.

Definition

Library District records include all documents, files, or other information in any form, that are created or received in connection with the business or activity of the Library District. Such records are preserved for varying periods of time to provide information concerning policies, decisions, procedures, functions, and/or other activities of the Library District.

General Policy Statement

It shall be the policy of the East Bonner County Free Library District to acquire, manage, retain, or dispose of its records in a manner that conforms to applicable law, Library District needs, and the rights of individual staff members and patrons.

Personnel files of Library District staff are not public records and shall be handled with the utmost care and confidentiality.

Permanent and Ephemeral Public Records

A. Correspondence, minutes, reports, policies, and other materials that are related to the official functioning of the Library District are public records. Their preservation and/or destruction are governed by this policy and by the Records Retention and Disposition Schedule (*see below*).

B. Records relating to deliberations, decisions and activity by staff, committees and volunteers that may provide source material for research on Library District history, should be treated in the same manner as other public records.

C. Ephemeral records are those records, paper or electronic, that are created by library staff for immediate use, and which have no long-term benefit to the institution. It is the intention of the Library District to dispose of ephemeral records as soon as their usefulness has expired.

Disposition of Records

The Library Director, or his/her designee is responsible for initiating and maintaining an inventory of records. Records should generally be maintained only for the minimum period required to serve the basic functions of the Library District. At the end of those periods, records shall be processed according to the following procedures.

A. Each record shall be evaluated for its historical significance and either discarded or archived as is appropriate.

B. Confidential records will be destroyed by erasing, shredding, or burning.

C. Non-confidential records may be discarded, erased, recycled, shredded, or burned.