

Library Memo # 04 - 02

Memorandum to: All Staff
From: Carolyn A. Anthony *CAA*
Date: May 21, 2003
Re: Retention of Records

(5-14-03)
At the May meeting, the Board of Library Trustees approved the following policy regarding the retention of patron-associated records:

All patron records and their associations with particular Library materials and services should be treated as confidential information. Records should be kept only as long as necessary for service delivery to the patron and to ensure that Library materials and equipment are restored to the Library in good condition. Files of patron records should be reviewed on a regular basis and deleted as soon as they are no longer needed.

Computer sign-up records may be deleted the next day once the computers have been started up in good working order.

Paper records may be sent to Administration for shredding.

Please contact me if you have any questions about the retention of certain records.

CAA:sd

KEEP