

Benedek Memorial Library

Records Retention and Disposition

Introduction:

Retention and Disposition of Library and Library System Records

By Warren Broderick

Archives Technical Information Series #6

Revised November 2007

The Records Retention and Disposition Policy adopted by the Benedek Memorial Library is based upon the recommendations of the above cited document and the Records Retention and Disposition Policy of the Southern Tier Library System (DOC #03-72). Since the Library receives a substantial portion of its revenue from public tax dollars, the Library Board believes that the Library should *attempt to the best of its ability* to adhere to the regulations established for public libraries by New York State. However it should be noted that the Association Libraries such as the Benedek Memorial Library are not local government entities or units of other local governments and there "are not required to use a State Archives schedule to dispose of records" ATIS #6 page 2)

This document further states on page 3 "These libraries and library systems are not government units and do not need to adopt a State Archives' schedule to dispose of valueless records". Therefore, this policy contains retention "guidelines" rather than requirements.

Disposition refers to the final decision about whether to dispose of official records or keep records permanently. Disposition of records can mean either destroying them or formally donating them to another organization after the records have met their legal retention period. Documenting the disposition of records is recommended but not required. The following policy is meant to ensure that official records are disposed of regularly. This will safeguard against accidental destruction or records that have not met their minimum retention periods or are needed for litigation, audits, or other investigations. State law does not require a specific disposal method for government or other records.

Disposition/Destruction Policy:

The Library will destroy all official records that have met the appropriate retention guidelines and which have no local historical value. [Board Members will be responsible for the destruction of outdated copies of records in their possession.] An authorization form stating simply the category and year/date or the document to be destroyed will be prepared by the library director or he/her designee and presented for approval to the library board of trustees at its regularly scheduled March meeting. The motion and approval to destroy the records will be entered into the official minutes of the board meeting. The library director or his/her designee will either recycle or shred the documents to be destroyed. All confidential records will be shredded.

Adopted 4/19/10