

LP-121. Records Retention Policy

Section I. Purpose:

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 Nobles County Library has also adopted the State's Record Retention requirements and practices. Thus, this policy keeps the Library compliant with all these laws, rules and regulations.

Section II. Guidelines for Maintaining Records

Using the *Minnesota County General Retention Schedule* (March 2021) 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.

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 will be permanently retained.
- Annual reports and planning documents, as shared with the community and the State will be permanently retained.
- Newsletters will be kept for 2 years.
- Financial statements, audit reports and other documents related to important fiscal decisions or capital expenditures will be retained for 6 years.
- 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 will be permanently retained.
- Directors' files, research, or working papers that document policy and operational decisions and changes will be permanently retained.
- Ongoing and/or historical records of volunteer groups, such as the Friends of the Library including minutes, agendas, annual fiscal and other reports, documents and issuances of major events, and scrapbooks will be permanently retained.
- Building blue prints will be stored in the county maintenance department and permanently retained.

Section III. Responsibility of Maintaining Records

It shall be the responsibility of the Library Director and the Office Support, under the direction of the Library Director, to maintain the library's records.

Guiding Documents:

Minnesota Statutes 138.17 Government Records; Administration

<https://www.revisor.mn.gov/statutes/cite/138.17>

Minnesota Statutes 13.40 Library and Historical Data

<https://www.revisor.mn.gov/statutes/cite/13.40>

Corrections to the Introduction of the Minnesota County General Records Retention Schedule

https://www.mnhs.org/sites/default/files/preservation/state-archives/government/9_mncounties_library.pdf

Minnesota Historical Society's Government Records Information Leaflet No. 7: Public Library

Records (March 2007) <https://www.mnhs.org/sites/default/files/preservation/state-archives/government2/infoleaf7.pdf>

LP-121 Policy History:

Initially adopted: 6/2023

Next Review: 6/2024