

Argyle Free Library: Records Retention Policy

POLICY STATEMENT

To fulfill our mission, Argyle Free Library (AFL) prepares and maintains information pertaining to library operations and maintenance. This policy is designed to ensure that library records are retained as long as needed, and that they are promptly disposed of after they are no longer needed. This policy is in accordance with the New York State Library Trustees Organization and New York State Education Department guidelines and recommendations.

REGULATIONS

In order to legally dispose of unneeded records, it is the policy of the Argyle Free Library to follow the New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, as modified for applicability to AFL per this policy.

The purpose of the modified Schedule MI-1 is to:

- ensure that records are retained as long as needed for administrative, legal and fiscal purposes.
- ensure that state and federal record retention requirements are met.
- ensure that record series with enduring historical and other research value are identified and retained permanently.
- encourage and facilitate the systematic disposal of unneeded records.

The library will follow the modified MI-1 schedule included in this policy and will review any future revisions and re-issuances thereof for applicability to AFL. The library director is responsible for the proper retention and disposition of all library records in accordance with this policy and New York State Education Department Records Retention and Disposition Schedule MI-1 for special district libraries (i.e., not part of city, town, village, or county government). Schedule MI-1 (current as of April 2015) may be viewed online at:

http://www.archives.nysed.gov/a/records/mr_pub_mi1_part3.shtml#library

In accordance with this policy, the following procedures will be followed:

- a. Those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be disposed of after they have met the minimum retention periods described therein.
- b. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.
- c. The records the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.
- d. Note that the catalog of holdings and loan records are maintained by the Southern Adirondack Library System (SALS), who is responsible for the retention and disposition of that data.

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In addition to schedule MI-1, the following schedule shall be followed for the Argyle Free Library's fiscal and meeting minutes records:

- 1) Orders and invoices shall be kept for one (1) year.
- 2) General ledgers shall be kept permanently.
- 3) All other types of financial records shall be kept for seven (7) years.
- 4) All library board meeting minutes shall be kept permanently.

The AFL Board of Trustees Treasurer is responsible for maintaining and disposing of financial records. The AFL Board of Trustees Secretary is responsible for maintaining board meeting minutes.

Schedule MI-1 (Modified) Retention and Disposition of AFL System Records

	Type of Record	Responsible Party	Retention Period
1	Incorporation, chartering and registration records:	AFL Secretary	PERMANENT
2	Informational copies of records prepared by and received from public library system, including but not limited to directories, minutes, budgets and reports:	Library Director	0 after superseded or obsolete
3	Records documenting selection of books and other library materials:	Library Director	0 after no longer needed
4	<p>Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision:</p> <p>NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.</p>	AFL Secretary	6 years after last entry