

## **RECORD RETENTION POLICY**

Only public libraries that are local government entities or units of other local governments are required to use a New York State Archives' schedule before legal disposition of records can take place. A "public library" as defined in Section 253.2 of the Education Law, means "a library ... established for free public purposes by official action of a municipality or district or the legislature." Association libraries, however, are "established and controlled ... by a group of private individuals operating as an association" and are not created by governmental actions. While some association libraries may have "Public Library" in their title, they are nonetheless not units of any local government. Since association libraries are not government units, they do not need to adopt a New York State Archives' schedule to dispose of valueless records. That being said, however, The Field Library believes that its business records are important assets: records include documents received, sent or created by employees in connection with library business, whether paper or electronic. The Field Library will maintain certain types of records, usually for a specified period of time.

### **Compliance**

- The Library Director is responsible for ensuring compliance with this policy and will coordinate education and training of employees; periodically update this policy; and ensure the proper storage of records/documents and their orderly destruction. Any questions about the retention of documents should be referred to the Director.
- All employees must fully comply with any records retention or destruction policy. This policy applies to all Field Library records, copies, excerpts or summaries of such records, whether retained on site, off-site, in a computer or otherwise in employees' business or personal files. This policy also applies without limitation to e-mail and all library-related documents created by employees regardless of whether created during active employment hours.

### **E-mail Policies**

- All electronic communications and stored information transmitted, received or contained on The Field Library's information systems are the property of The Field Library. Employees using this equipment for personal purposes do so at their own risk.

### **Storage**

- Active records and records that need to be accessible may be stored in library offices or sent offsite to secure storage.

**Approved by the The Field Library Board of Trustees January, 2013**

