

Policy 6.7 Record Retention

The Library will endeavor to:

- Limit the degree to which personally identifiable information is collected, monitored, disclosed, and distributed; and
- Avoid creating unnecessary records; and
- Limit access to personally identifiable information to staff performing authorized functions; and
- Dispose of Library usage records containing personally identifiable information unless they are needed for the efficient and lawful operation of the Library, including, but not limited to data-related logs, digital records, vendor-collected data, and system backups; and
- Ensure that the Library work with its organization's information technology unit to ensure that Library usage records processed or held by the IT unit are treated in accordance with Library records policies; and
- Ensure that those records that must be retained are secure; and
- Avoid Library practices and procedures that place personally identifiable information on public view; and
- Assure that vendor agreements guarantee Library control of all data and records;

State of Michigan Records Retention and Disposal Schedule: General Schedule #17
- Public Libraries, appended below.

Approved: 23 June 2020

Signature on file

Cash Cook, Board Secretary