

## **Retention and Disposal of Records Policy Overview**

Retention and Disposal of library records falls into three categories of records

### **1. Business Records**

“While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements that MHLS recommends libraries follow. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.”

MHLS website

### **2. Library Records**

Library records are covered by Schedule MU-1 listed under NYS Archives Municipal Public Libraries: Records Retention and Disposition. Items 3, 4 and 5a are handled by the Mid Hudson Library System. Items 2, 5b, 6, 7, 8 and 9 are handled by Elting

### **3. Patron Confidentiality Records**

These records are covered by Elting’s *Confidentiality of Library Records Policy*

Appendix A: Sarbanes-Oxley Schedule:

Appendix B: Schedule MU-I for Public Library Records

Appendix C: Elting Patron Confidentiality Policy

The Library Director will serve as Records Management Officer