

# **Dorothy Hull Library**

## **Windsor Charter Township**

### **Record Retention And Disposal Policy**

#### **Background**

The Dorothy Hull Library will retain and dispose of all public records in compliance with Michigan's Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) and Michigan Law MCL399.5 and 750.491.

Public records are defined in the Freedom of Information Act as any recorded information “prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created”.

MCL 399.5 and 750.491 further requires that all public records be listed on State approved Retention and Disposal Schedules. These schedules identify how long public records must be kept by the public body to satisfy administrative, legal, fiscal and archival needs. All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board.

The General Retention Schedule # 17 applies to Michigan Public Libraries and covers records that are commonly found in public libraries. This schedule further includes a section devoted to records found in Library Cooperatives. Schedule #17 identifies when certain Library public records are to be sent to the State Archives of Michigan for permanent preservation and when other records may be destroyed.

Records may not be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.

#### **Procedures**

The Dorothy Hull Library will retain and dispose of its public records in compliance with the General Retention Schedule # 17- Michigan Public Libraries. During the entire period of retention, the Dorothy Hull Library will ensure its public records are properly retained and remain accessible. The Library recognizes that some records listed in Schedule #17 may be exempt from public disclosure in accordance with provisions of the Freedom of Information Act and/or the Library Privacy Act.

It is the Library Director’s responsibility to ensure that all records are retained and disposed of in accordance with General Retention Schedule #17. Should any unanswered questions arise regarding its records, the Library Director is to consult the Library of Michigan for assistance.

Adopted January 19, 2006, amended 5/17/2018