

# BANCROFT PUBLIC LIBRARY

## RECORDS RETENTION POLICY

The records of the Bancroft Public Library will be retained and disposed of in accordance with the schedules published in the Records Retention and Disposition Schedule LGS-1 by the University of the State of New York and the State Education Department. [Click here](#) for the complete Retention and Disposition Schedule for New York Local Government Records (LGS-1). The Records Retention and Disposition Schedule LGS-1 for Library/Library System is shown below.

The Secretary of the Board of Trustees shall serve as the Records Management Officer for the Library in order to insure compliance with the Records Retention and Disposition Schedule LGS-1.

The Secretary shall also serve as the Records Access Officer for the Library in order to ensure compliance with the Freedom of Information Law. [See By-Laws Article II – Officers, Secretary.]

### Records Retention and Disposition Schedule LGS-1 Library Records

1	<b>Incorporation, chartering and registration records: RETENTION:</b> permanent.
2	<b>Accession records: RETENTION:</b> 1 year after accessioning procedure becomes obsolete.  <i>Notes:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3	<b>Informational copies of records prepared by and received from public library system,</b> including but not limited to directories, minutes, budgets and reports: <b>RETENTION:</b> 0 after superseded or obsolete.
4	<b>Borrowing or loaning records: RETENTION:</b> 0 after no longer needed.
5	<b>Catalog of holdings:</b> a. Manuscript or published catalog: <b>RETENTION:</b> permanent. b. Continuously updated catalog <b>RETENTION:</b> 0 after superseded or obsolete.
6	<b>Individual title purchase requisition,</b> which has been filled or found to be unfillable: <b>RETENTION:</b> 1 year.
7	<b>Records documenting selection of books</b> and other library materials: <b>RETENTION:</b> 0 after no longer needed.
8	<b>Library material censorship and complaint records</b> of final decisions: including evaluations by staff, patrons' complaints and record of final decision: <b>RETENTION:</b> 6 years after last entry.  <i>Notes:</i> 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.

RECORDS RETENTION POLICY

9	<b>Patron's registration</b> for use of rare, valuable or restricted non-circulating materials: <b>RETENTION:</b> 6 years.
10	<b>Directory of public library system</b> and member libraries, prepared by public library system (member library's copy): <b>RETENTION:</b> 0 after superseded or obsolete.  <b>RETENTION: 0 after superseded or obsolete</b>
11	<b>Interlibrary loan records</b> , including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records.  a: When no copies of original materials are requested: <b>RETENTION:</b> 0 after no longer needed.  b: When copies of original materials are requested: <b>RETENTION:</b> 5 years after order is completed.
12	<b>Library card application records:</b> <b>RETENTION:</b> 3 years after card expires or is inactive.
13	<b>Program and exhibit file:</b> documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms:  a: Parental consent records: <b>RETENTION:</b> 6 years, or 3 years after child attains age 18, whichever is longer  <i>Notes:</i> Photo release records are covered under item no. 68 in General Administration section.  b: Attendance sheets and registration forms, when no fee is charged: <b>RETENTION:</b> 0 after no longer needed  c: All other records: <b>RETENTION:</b> 6 years after exhibit closed or program ended  <i>Notes:</i> Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.

**Adopted:** July 7, 2020  
**Revised:** December 1, 2020  
**Reaffirmed:** May 19, 2022