

Claverack Free Library

Records Management Policy

Approved: February 2018

The records of the Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MI-1* by the University of the State of New York and the State Education Department. The following sections are most pertinent to the Library: Library/Library System, Fiscal, and Personnel/Civil Service. The current Schedule is on file in the office of the Library Director and is available during normal hours.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the aforementioned Records Retention and Disposition Schedule MI-1.

The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.

Listed below is the Library section of the "Records Retention and Disposition Schedule MI-1" document. Refer to the online document for updates to the Library section, as well as the Fiscal and Personnel/Civil Service sections. A link to this information, in 2018, is <http://www.archives.nysed.gov/publications/records-retention-and-disposition-schedule-mi-1>.

Schedule MI-1

LIBRARY/LIBRARY SYSTEM

Number	Description	Retention
1.[254]	Incorporation, chartering and registration records:	PERMANENT
2.[255]	Accession records:	1 year after accessioning procedure becomes obsolete
	NOTE: Some libraries accession manuscripts, rare books and special collections, 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.[256]	Informational copies of records prepared by and received from public library system, including but not limited to directories, minutes, budgets and reports:	0 after superseded or obsolete
4.[257]	Borrowing or loaning records, including interlibrary loan:	0 after no longer needed
5.[258]	Catalog of holdings a. Manuscript or published catalog: b. Continuously updated catalog:	a. PERMANENT b. 0 after superseded or obsolete
6.[259]	Individual title purchase requisition which has been filled or found to be unfillable:	1 year
7.[260]	Records documenting selection of books and other library materials:	0 after no longer needed
8.[261]	Library material censorship and complaint records , including evaluations by staff, patrons' complaints and record of final decision:	6 years after last entry
	NOTE: 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.	
9.[262]	Patron's registration for use of rare, valuable or restricted non-circulating materials:	6 years