

William B. Ogden Free Library  
LIBRARY RECORDS AND RETENTION POLICY AND PROCEDURES

**Purpose:**

The records of the Library will be retained and disposed of in accordance with the schedules published in [Records Retention and Disposition Schedule LGS-1](#) by The University of the State of New York and The State Education Department. The current schedule is on file in the office of the Library Director and is available during normal business 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 LGS-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.

The Library may keep records beyond the minimum requirement if approved by the Library board. The destruction of customary and ordinary documents, pursuant to the Record Retention Policy, do not require Board approval. However, any documents or other library holdings that are deemed to be historical, rare, special collections, or confidential and personal records of concern shall be subject to Board approval.

**Records Retention Schedule**

Type of Document	Minimum Requirement
Incorporation, chartering and registration records	Retention: PERMANENT
Accession records	Retention: 1 year after accessioning procedure becomes obsolete <b>NOTES:</b> Some libraries accession manuscripts, rare books and special collections. In these cases, those specific accession records need to be retained.
Informational copies of records prepared by and received from public library system (including but not limited to directories, minutes, budgets and reports:)	Retention: 0 after superseded or obsolete
Borrowing or loaning records	Retention: 0 after no longer needed
Catalog of holdings	a: Manuscript or published catalog: Retention: PERMANENT

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	<p>b: Continuously updated catalog:          Retention: 0 after superseded or obsolete</p>
Individual title purchase requisition (which has been filled or found to be unfillable)	Retention: 1 year
Records documenting selection of books and other library materials	Retention: 0 after no longer needed
Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision	<p>Retention: 6 years after last entry  <b>NOTES:</b> 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.</p>
Patron's registration for use of rare, valuable or restricted non-circulating materials	Retention: 6 years
Directory of public library system and member libraries, prepared by public library system (member library's copy)	Retention: 0 after superseded or obsolete
Interlibrary loan records, including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records	<p>a: When no copies of original materials are requested:          Retention: 0 after no longer needed</p> <p>b: When copies of original materials are requested:          Retention: 5 years after order is completed</p>
Library card application records	Retention: 3 years after card expires or is inactive
Program and exhibit file 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	<p>a: Parental consent records:          Retention: 6 years, or 3 years after child attains age 18, whichever is longer</p> <p>NOTES: Photo release records are covered under item no. 68 in General Administration section.</p> <p>b: Attendance sheets and registration forms,</p>

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	<p>when no fee is charged:</p> <p>Retention: 0 after no longer needed</p> <p>c: All other records:</p> <p>Retention: 6 years after exhibit closed or program ended</p> <p>NOTES: 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.</p>
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The following sections are pertinent to the Library:

Fiscal ([www.archives.nysed.gov/records/local-government-record-schedule/fiscal](http://www.archives.nysed.gov/records/local-government-record-schedule/fiscal)) and Personnel/Civil Service (<http://www.archives.nysed.gov/records/local-government-record-schedule/personnelcivil-service>).

Adopted: August 1, 2023