

POLICY TITLE: Records Retention Schedule

ADOPTION/LAST REVISION: Adopted 11/14/06; Revised 5/18/21

PURPOSE: The primary function of the records retention schedule is to establish the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes.

For this purpose, the Everett Roehl Marshfield Public Library adopts the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records https://dpi.wi.gov/sites/default/files/imce/pld/UpdatedPLGRS_HRGRS2019.2.pdf as adopted by the Wisconsin Public Records Board on June 12, 2017.

II. Definitions

- A. "Record" has the meaning defined in Wis. Stat Ch. 19.32 (2).

III. Guidelines

- A. Records will be retained according to the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records.

IV. Disclaimer the Everett Roehl Marshfield Public Library may not have all the types of records listed in the General Records Schedule Wisconsin's Public Libraries and Public Library Systems and Related Records. The schedule does not require records to be created. Rather, it provides policy guidance for those records that are created or received by the Everett Roehl Marshfield Public Library.