

MGT-2: Records Retention Policy

Adopted: 8/21/2014; Last Revised: 2/15/2018

Policy Statement

To satisfy administrative, legal, fiscal and historical needs, library records will be retained.

Regulations

1. Records will be retained in accordance with Michigan State law¹.
2. Access to retained records shall be in accordance with the library's *Confidentiality of Library Customer Records* policy.
3. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.

¹ MCL 399.5 *et seq.* and 750.491 *et seq.* General Schedule #17 Michigan Public Libraries.