

STOUGHTON PUBLIC LIBRARY
RECORDS RETENTION POLICY

I. 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 Stoughton Public Library adopts the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems (<http://dpi.wi.gov/pld/retensch.html>) as adopted by the Wisconsin Public Records Board on February 27, 2006 and accepted by the State Historical Society of Wisconsin.

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 "Summary of Approved Record Retention Guidelines" (Appendix A) as included in the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems.

IV. Disclaimer

The Stoughton Public Library may not have all the types of records listed in the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems. The schedule does not require records to be created. Rather, it provides policy guidance for those records that are created or received by the Stoughton Public Library.

Adopted: June 7, 2006

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