

STOUGHTON PUBLIC LIBRARY RECORDS RETENTION POLICY

Approved 5-16-18



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 General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records, <https://dpi.wi.gov/sites/default/files/imce/pld/doc/PUB%20LIB%20GRS%20FINAL-%206-2017.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 Stoughton 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 Stoughton Public Library.

Adopted: June 7, 2006

Reviewed: November 4, 2009

Reviewed: July, 2013

Reviewed: May, 2018

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