

## Records Retention Policy

### **Policy Statement**

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

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### **Regulations**

1. Records will be retained in accordance with state law<sup>1</sup>.
  2. Access to retained records shall be in accordance with the library's *Confidentiality of Library Patron Records* policy.
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Approved: September 8, 2008

Rochester Hills Public Library Board of Trustees

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