

Bristol Library
6750 County Road 32
Canandaigua, NY 14424
585-229-5862
www.thebristollibrary.com

Internal Policy/ Records Retention and Removal Policy # IP-5

Effective Date: October 20,2020

APPLICATION: Board and Library Personnel

STATEMENT OF PURPOSE:

The purpose of the Records Retention and Removal policy is to ensure the proper management of Library records according to law and recommended practice.

POLICY:

This policy provides the rules, regulations and guidelines personnel are to follow when employed by the Bristol Library.

RESPONSIBILIY:

The Board of Trustees will be responsible for drafting necessary procedures to ensure the policy is successfully implemented, and to further ensure personnel understand the conditions, rights, and obligations of the Library. The Board is responsible for ensuring the Library Manager adheres to the Library's rules, regulations and guidelines, while the Library Manager is responsible ensuring the staff adheres to the same rules, regulations and guidelines.

APPROVED: 10/20/2020 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: (Legal counsel and/or by a designated person after a period of time.)