

# **BAY COUNTY LIBRARY SYSTEM**

## **RECORDS RETENTION POLICY**

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long records must be kept to satisfy administrative, legal, fiscal and historical needs. This schedule must also identify when records may be destroyed and when they can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. The Library Director is responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them.

The Bay County Library System will manage its records in accordance with the General Schedule #17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board. Should GS #17 be revised or amended, the Bay County Library System will adapt its procedures to remain in compliance.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in because each government agency may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during the entire retention period.