

## **Camden County Library District Policy Manual**

### **Section 3. Administration**

#### **Subsection 13. Document Retention Policy**

The Camden County Library District (CCLD) will retain written and electronic records (including e-mails) with administrative, legal, fiscal, or historical value for the period of their immediate or current use unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. This policy authorizes the regular, timely clearing of files via proper disposal channels after the retention time has been met.

Email messages are treated like any other record and assessed for retention or disposal depending on their content, including the sending and receiving parties.

The Director or Director's designee shall be the custodian of records and will be responsible for maintenance and control of all records and compliance with this policy and its procedures.

The disposal of bulk records will be recorded in a record disposal form, which includes the description and quantity of each record series disposed of, manner of disposal, inclusive dates covered, and the date on which the records were disposed. These record disposal forms will be kept as part of CCLD's permanent records.

Records will be retained or disposed of according to the Local Records Retention Schedule or the Library Records Retention Schedule as published by the Missouri Secretary of State in compliance with 109.255 RSMo and other applicable Missouri statutes. The Local Records Retention Schedule and Library Records Retention Schedule will be updated as new versions become available from the Office of the Secretary of State.