

Poestenkill Library

Policies & Procedures

Records Retention Policy

The following records will be retained by Poestenkill Library for the designated time frames:

Internet Sign-up Sheets: January 1 – December 31 (to aid in collecting data for the Annual Report)

ILL Records- one year online

Incident Reports- permanently

Circulation Records- available online

Adopted by the Board of Trustees October 25, 2004

Reviewed by the Board of Trustees February 23, 2009