



Public Library & Library Board

Records Retention Schedule

Prepared by the Local Records Branch
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

Public Library and Library Board Records Retention Schedule

This retention schedule is to be used by all Public Libraries and their Boards throughout the Commonwealth. It lists records that are legally required for them to create and/or specific to the Public Libraries and Boards. The Public Library and Library Board Records Retention Schedule should be used along with the Local Government General Records Retention Schedule, which lists those records that are common to all local government agencies, i.e. financial, personnel, payroll etc. The records retention schedule is the foundation of an effective records management program and must be used on regular basis. All retention schedules have been approved by the State Archives and Records Commission in accordance with KRS 171.410 – 740. This approval provides the legal basis for all local agencies to apply the appropriate schedule to their records management needs.


RECORDS RETENTION SCHEDULE

Signature Page

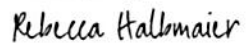

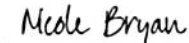
Public Library and Library Board	December 13, 2001
_____ Agency	_____ Schedule Date
_____ Unit	_____ January 18, 2024
	_____ Change Date
	_____ January 18, 2024
	_____ Date Approved By Commission

APPROVALS

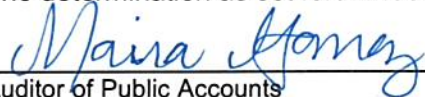
The undersigned approve of the following Records Retention Schedule or Change:

_____ Agency Head	_____ Date of Approval
_____ Agency Records Officer	_____ Date of Approval
<small>DocuSigned by:</small>  <small>04895A39799E493</small>	_____ 1/18/2024
State Archivist and Chairman, State Libraries, Archives, and Records Commission	_____ Date of Approval

The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:

<small>DocuSigned by:</small>  <small>0105F14E15442E</small>	_____ 1/2/2024
Records Analyst/Regional Administrator	_____ Date of Approval
 <small>767A3F5C40E417</small>	_____ 12/22/2023
Appraisal Archivist	_____ Date of Approval
 <small>29E5FC89C1F4F0</small>	_____ 12/26/2023
State/Local Records Branch Manager	_____ Date of Approval

The determination as set forth meets with my approval.

 Auditor of Public Accounts	_____ 1/23/2024
	_____ Date of Approval

LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC LIBRARY AND LIBRARY BOARD

Record Group
Number

Series	Records Title and Description	Function and Use
L0195	Genealogy File	This record series is used to document a variety of social, economic, religious and political transactions of local governments and residents of a particular area. Have come to be used for studying or investigating family histories, demographics, land development and other conditions affecting social change. Materials for these files are typically donated by a city or county government or a patron. Previously known as municipality historical file or county historical file.
	Access Restrictions	None
	Contents	This record series contains copies of city and county documents, copies of births, deaths, deeds, census records, agricultural records, donated family histories, publications, brochures, microfilmed public records.
	Retention and Disposition	Retain permanently
L0197	Donor Register and Receipt File	This record series is used to document the giving of material gifts, cash donations, and memorials to the public library for the purpose of acknowledging the gift and recognizing the donor in various ways. Receipt of such gifts is governed by the local library policy. Provides the donor with a receipt for gifts.
	Access Restrictions	None
	Contents	This record series contains the name of donor, address of donor, date of donation, amount of donation, type and description of gift, copy of receipt.
	Retention and Disposition	Retain permanently
L0198	Holding File	This record series is used to document and maintain a listing of each individual piece of material available to customers of the public library. All duplicates are listed individually by a unique ID number. Information about inventory is added when acquired and deleted when removed from circulation. Record is used as an inventory of all material available at the public library and as an index/finding aid for material. If information has not been placed in an electronic format, it will be referred to as cataloging cards and shelf list cards.
	Access Restrictions	None
	Contents	This record series may include the title, author, subject, publisher, ISBN, location of material, status of material.
	Retention and Disposition	Retain until superseded, then destroy.
L0200	Acquisitions File	This record series lists material ordered by the library for customers use. All material is referenced in financial documents. All public libraries have technology to support this function via software and programs from selected vendors.
	Access Restrictions	None
	Contents	This record series contains the title, publisher, author, number of copies, address of publisher, date of order, date of arrival, ISBN, etc.
	Retention and Disposition	Retain until superseded, then destroy.
L0202	Patron Transaction File	This record series is used to list the patrons and what they have checked-out. Information from check-out slips, patron file for overdue material, check-out slips for unreturned books, circulation records and patron circulation records is found in this one record series. Used to track material checked out.
	Access Restrictions	KRS 61.878 (1)(a) & OAG 81-159
	Contents	This record series contains the patron's name, address, ID number, material checked out, ID number, date of charge, expected date of return, outstanding fines for overdue materials.
	Retention and Disposition	Retain until superseded, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC LIBRARY AND LIBRARY BOARD

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Series	Records Title and Description	Function and Use
L0224	Patron Registration File	This record series is used to list the names of those residents of a given geographic area who have registered to use public library materials. Names added and/or deleted as necessary. Used with information in the acquisition file to create the patron transaction file.
	Access Restrictions	KRS 61.878 (1)(a) & OAG 81-159
	Contents	This record series contains the patron name, address, ss#, phone number and patron ID #.
	Retention and Disposition	Retain until superseded, then destroy.
L5333	Reference Transaction Record	This series encompasses reference questions directed to librarians at public libraries. Patrons may fill out and submit via e-mail an Internet request form; or send in, via mail or FAX, requests for reference information of various types. Library personnel address questions through use of library resources. Responses may be immediate or may occur as staff time allow.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	May contain: patron's name; patron's address; patron's library card number; patron's e-mail address; information requested and miscellaneous information.
	Retention and Disposition	Retain until no longer useful, then destroy.
L5334	Public Internet Workstation Reservation Record	This record documents use of public internet workstations by public library patrons. The library may utilize an automated or a paper reservation system. The patron may use an automated public Internet reservation system to reserve a workstation; the patron may also fill out a paper copy of a reservation form (Internet Use Agreement). The system is used to keep track of patron reservations and of time spent by patrons at the individual workstation.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	May contain: patron name or alias, library card number, contact information; time of reservation; time used and time remaining; computer number; statement of user agreement with Internet use policy; user signature; date of reservation
	Retention and Disposition	Retain until no longer useful, then destroy.
L6390	Photo/Video Release Form	This record series is used to document that individuals have given permission to the library to use photographs and videos in promoting library programs and events. Usually this is a parent or guardian giving permission to release photos/videos of children but can be for adults as well. The photos/videos are taken in a library setting and are used only in that context. They may be used in library newsletters and other promotional materials. A release form is completed each time the record series is used.
	Access Restrictions	None
	Contents	This record series may contain the release policy, name of individual giving permission, address, names of children, date, signature of individual giving permission, description of photo/video and promotional event or library program.
	Retention and Disposition	Retain for five (5) years, then destroy.

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Record Group
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Series	Records Title and Description	Function and Use
L6661	Schools & Libraries Telecommunication Program File (E-Rate) - Universal Service (FCC)	This record series documents the process whereby library districts apply for telecommunication services, internet access, and internal connections. The Schools and Libraries Program of the Universal Service Fund is intended to ensure that schools and libraries have access to affordable telecommunications and information services. This program, also known as the E-rate program, makes telecommunications and information services more affordable. In 1996 Congress mandated that the Federal Communications Commission use the federal Universal Service Fund to provide discounts to eligible schools and libraries. The library must develop a technology plan, provide notice that it seeks services, request bids from approved vendors and files an application to the Universal Service Fund for the discounted amount. Funds in this program come from the service providers, including wireline phone companies, wireless phone companies, paging service companies and certain voice over internet protocol providers.
	Access Restrictions	None
	Contents	This record series may contain: Technology plan and approval letter, agreements, bidding information, contracts , application, purchase and delivery services documentation, purchasing information, financial information concerning payment, asset and inventory, program forms, attachments and other documents.
	Retention and Disposition	Retain for ten (10) years after the last date of service, then destroy.
L6915	Material Challenge File	This records series documents material challenges to specific resources within a public library's collection. Public libraries establish reconsideration procedures so that members of the community may express concerns regarding resources which are part of a library's collection. Typical requests are to remove an item entirely from the library's collection or more often, to move an item from the juvenile section to the adult section.
	Access Restrictions	None
	Contents	This record series may contain: Name and contact information of the requester, description/title of the item for reconsideration and related information.
	Retention and Disposition	Retain for one (1) year from date of filing, then destroy.
L6946	Public Librarian Certification File	This series documents certification of librarianship granted to qualified applicants by the Kentucky State Board for the Certification of Librarians. Any librarian or any other full-time or part-time library service position at libraries falling under the provisions of KRS 171.230-300, must be certified by the board. Certification is valid for five (5) years. Documentation of certification is also maintained by the Kentucky Department for Libraries and Archives (Series 00803).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Learning Activity Reports, Annual Summation of Learning Activities, application, sources of education, appeals, fee payment, notice of revocation of certificate, renewal application, copy of certificate, correspondence, supporting documentation.
	Retention and Disposition	Retain current certification for five (5) years, unless superseded, then destroy.

**Archives and Records Management Division
Kentucky Department for Libraries and Archives**

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

LOCAL GOVERNMENTS
County/Local: Public Library And Library Board

Series	Records Title and Description	Function and Use
L6972	Interlibrary Loan Transaction File	This series consists of interlibrary loan (ILL) requests processed by public libraries. These requests may be made by the public library for materials in other libraries or may be for requests made by other libraries for materials within the public library.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Item request, patron name, patron contact information, lender information, request status, OCLC (Online Computer Library Center) transaction number.
	Retention and Disposition	Retain for one (1) year after transaction is completed, then destroy.