



PUBLIC LIBRARY & LIBRARY BOARD

RECORDS RETENTION SCHEDULE

Prepared by the Local Records Program
Public Records Division

Approved by the State 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
Agency

December 13, 2001
Schedule Date

Unit

September 10, 2015
Change Date

September 10, 2015
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

Wayne Orshut
State Archivist and Records Administrator
Director, Public Records Division

9/10/15
Date of Approval

Wayne Orshut
Chairman, State Archives and Records Commission

9/10/15
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

9-14-15
Date of Approval

[Signature]
Appraisal Archivist

9/9/2015
Date of Approval

[Signature]
State/Local Records Branch Manager

09.09.15
Date of Approval

The determination as set forth meets with my approval.

Brian Lybuis
Auditor of Public Accounts

9/10/15
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

STATE 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. |

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| Series | Records Title and Description | Function and Use |
|--------|---|---|
| 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. |
| 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. |

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| Series | Records Title and Description | Function and Use |
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| 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. |
| 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 until ten (10) years after 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. |