



LOCAL RECORDS RETENTION POLICY

The Galena Public Library District retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756. It is the policy of the library that its records be retained only so long as they are:

- Necessary to the current conduct of the library; or
 - Required to be retained by statute or government regulation
1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director
 2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois
 3. This policy includes all records maintained on electronic data processing storage media as well as printed records
 4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois.
 5. With the approval of the Illinois State Archives, records no longer needed shall be approved for disposal and removed from the library.

Approved: 01/11/2022