



**Policies and Procedures
Policy 0027**

Records Retention	
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Stevens County Rural Library District, like other local government agencies in the State of Washington, must retain certain records that are used in the administration and operation of the Library. All public records are required to be maintained and disposed of by state agencies in accordance with the provisions of chapter 40.14 RCW.

A Record Retention Program contains three basic goals: 1) to fulfill legal mandates and responsibilities; 2) to store records in the most efficient and cost-effective manner possible; and 3) to assure access, protection, and security to the documentary history of government (Chapter 40.14.040 RCW.)

The Library will maintain a list of records to be retained and their retention period. Records that are described as "Essential" are records needed in the event of disaster. These records are essential for the resumption and/or continuation of the agency's operation. They recreate the legal and financial status of the agency. Records may be retained on any commercially viable media that provides an accurate reproduction of the record.