

STOUGHTON PUBLIC LIBRARY RECORDS RETENTION POLICY

Approved 09-18-24



I. Purpose

The primary function of the records retention schedule is to establish the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. For this purpose, the Stoughton Public Library adopts the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records, https://dpi.wi.gov/sites/default/files/imce/pld/UpdatedPLGRS_HRG_RS2019.2.pdf as adopted by the Wisconsin Public Records Board on June 12, 2017.

II. Definitions

A. "Record" has the meaning defined in Wis. Stat Ch. 19.32 (2).

III. Guidelines

A. Records shall be retained for a period not less than that set forth in the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records and pursuant to any other applicable law.

IV. Disclaimer

The Stoughton Public Library may not have all the types of records listed in the General Records Schedule Wisconsin's Public Libraries and Public Library Systems and Related Records The schedule does not require records to be created. Rather, it provides policy guidance for those records that are created or received by the Stoughton Public Library.

Adopted: June 7, 2006

Reviewed: November 4, 2009

Reviewed: July, 2013

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