

2.17 RECORDS RETENTION

Introduction

In order to insure effective administration of library programs and fulfill the public trust, the New Braunfels Public Library is obligated to keep and maintain good records. The Records Retention Policy is determined by state law according to schedules established by the Texas State Library and Archives Commission (*Local Schedule GR* [3rd ed.] and *Local Schedule PW*). These schedules establish mandatory minimum retention periods for records common to all types of government. The library's policy statement is adapted from the GR and PW Schedules, which are the final authority in cases where questions of interpretation may arise. In some instances, section numbers have been provided for this purpose.

Local Provisions

The New Braunfels Public Library may retain records for a period longer than recommended by *Local Schedules GR & PW*, depending on the administrative value and usefulness of a particular record series. These records are marked with an asterisk (*) in the attached schedules.

Other records should be reviewed before disposal for items of historical or legal importance.

Electronic Records

Records created and stored electronically are subject to the same retention schedules as their paper counterparts, along with the hardware and software necessary to access them.

Attachments to Policy

1. New Braunfels Public Library Records Retention Schedule

*ENDORSED BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD
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By: _____ Attest: _____
Library Advisory Board President Library Director