



## **Records Retention Policy**

The Mentor Public Library, like other public entities in the State of Ohio, must retain records from year to year. The Board of Trustees of the Mentor Public Library has created a Records Commission according to guidelines set forth in Ohio Revised Code 149.411. The commission shall consist of the Board of Library Trustees and the Fiscal Officer and will meet at least once every twelve months. The functions of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition. The commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule. Schedules approved by the commission will be forwarded to the proper State entities for approval as set forth in Ohio Revised Code 149.381.

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be in any commercially viable media that provides an accurate reproduction of the record. The authority for regular and on-going maintenance of records shall be vested with the Fiscal Officer and Director in accordance with the approved schedule of records retention and disposition.

### Records Retention Policy

Approved by the Board of Trustees April 15, 2009, Resolution #09-041, as part of the Public Records Policies Revised November 20, 2019, Resolution #19-115