

Geauga County Public Library
Operating Policy Manual

SECTION: RECORDS RETENTION AND DISPOSAL OF RECORDS
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PAGE: 1 of 1 and a 11 page Records Retention Schedule included

The Geauga County Public Library System, like other public entities in the State of Ohio, must retain records from year to year. The Board of Trustees of the Geauga County Public Library has created a Records Commission according to guidelines set forth in Ohio Revised Code 149.411: The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention.

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 following list shows the retention period of specific records, which is compiled from recommendations of the State Auditor's office and the Ohio Historical Society.

Revised January 21, 2014

Approved by Auditor of State Records Manager December 10, 2013

Approved By Ohio Historical Society November 26, 2013

Approved by GCPL Records Commission November 19, 2013

Revised June 19, 2007

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