

LOUTIT DISTRICT LIBRARY
Records Management Policy

Michigan government agencies are responsible for ensuring that the public records they create and receive while conducting public business are retained and destroyed in accordance with Michigan law. The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

The State of Michigan approved the General Retention Schedule #17, Public Libraries on January 18, 2005. The Loutit District Library Board of Trustees adopts the provisions outlined in this schedule and the schedule as its own policy. The library director will submit this policy to the State of Michigan’s Records Management Services, the Archives of Michigan and the State Administrative Board through the Department of History, Arts and Libraries for approval.

The director of the library will monitor the adherence to the policy by means of an annual review of the schedule with the Business Manager and Assistant Director. The director will report this review to the board at or near the end of the library’s fiscal year.

A copy of the General Retention Schedule #17 is attached as an official element of this policy.

Adopted by the Loutit District Library Board of Trustees on March 27, 2007.

Mary Jane Belter, Secretary