

University City Public Library Records Retention Policy

The University City Public Library adopts as its Records Retention Policy the specific time frames and categories set forth in the *General Records Retention Schedule* and the *Public Libraries Records Retention Schedule* approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri, and attached to this policy except as such schedules are amended hereinafter.

The Custodian of Public Records for the University City Public Library shall be the Library Director and all records shall be maintained in the University City Public Library, 6701 Delmar Blvd, University City, MO 63130, or at 6901 Washington Ave, University City, MO 63130. All requests to view public records shall be answered in compliance with the requirements of the Missouri Sunshine Law (Chapter 610 RSMo, 2000 as amended).

General Records Retention Schedule:

<https://www.sos.mo.gov/records/recmgmt/retention/general>

Public Libraries Records Retention Schedule:

<https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>

The University City Public Library Board of Trustees recognizes that communications sent via electronic media are includible as records. Records sent via electronic media shall be categorized according to the subject matter therein and retained pursuant to the General Records Retention Schedule and Public Libraries Retention Schedule for said subject matter pursuant to the Library's procedure for storage of electronic media.

University City Public Library Procedures for Retention of Electronic Records

Procedures for the retention of electronic records are based on *Guidelines for Managing E-mail Records*, approved and recommended by the State Records Commission (February 22, 2001), published by the Office of the Secretary of State, State of Missouri and attached to this policy.

All e-mails to, from or among library managers and library trustees that document decisions, policies, procedures, resource expenditures, operations or delivery of services, shall be copied to the Library Director, who shall appropriately store, organize, schedule and dispose of them in compliance with the *General Records Retention Schedule* and the *Public Libraries Records Retention Schedule*.

Guidelines for Managing E-mail Records:

<http://sos.mo.gov/records/recmgmt/E-MailGuidelines.pdf>

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