

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 1.510 – RECORDS RETENTION POLICY** (adopted 12/12/2007)

The Library Records Commission of the Adams County Public Library shall include all members of the Board of Trustees and the Fiscal Officer of the Board of Trustees. The Commission shall meet at least once every twelve months to review the need for any one-time disposal of library records as well as the current Records Retention Schedule.

The Records Retention Schedule approved by the Library Records Commission shall be forwarded to the Ohio Historical Society and the Ohio Auditor of State for approval. Before the actual disposal of any library records in accordance with the Records Retention Schedule, the fiscal officer shall forward a Certificate of Records Disposal to the Historical Society for approval.