

SCHEDULE NO. 70

LIBRARY, MUSEUM AND OTHER REPOSITORY RECORDS

General Description: Records relating to the municipality in general, libraries, museums, local history collections, and other municipal entities collecting cultural materials.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

70.010 LIBRARY RECORDS

Records pertaining to the operation of a municipal library. [CRS 24-90-109]

A. Catalogs

Finding aids in card or computer form that provide patrons with access to library holdings.

Retention: Until superseded

B. Gift Register

Retention: Permanent

C. Interlibrary Loan Transactions/Reciprocal Borrowing Sheets

Retention: 3 years

D. Patrons' Registration Forms

Retention: 6 years

E. User Records

Records of use of specific library materials by individual patron. [CRS 24-90-119 addresses privacy of library user records]

Retention: 3 years

70.020 MUSEUM AND OTHER REPOSITORY RECORDS

Records documenting the acquisition and ownership of materials in museums, local history collections, other cultural entities or the municipality in general that acquire artifacts, historical records, artwork, etc.; including: raw (untouched) image files of collected materials, records of donations or other acquisitions of cultural materials; temporary custody forms documenting chain of custody of materials loaned to the repository or loaned to other repositories; and deaccession records documenting the removal of materials from the collection.

Retention: Permanent

Cross References

- Agreements and contracts - 40.030, Agreements and Contracts

- Board of trustees records - Schedule 20, Entities Appointed by Municipality
- Correspondence and general documentation - 40.100, Correspondence and General Documentation
- Fee collections - 30.020, Accounts Receivable (A/R) Records
- Policies and procedures - 40.220, Policies and Procedures Documentation
- Purchasing records - 30.170, Purchasing Records
- Reports - 40.290, Reports
- Rules, regulations and standards - 40.310, Rules, Regulations and Standards