

14. RECORDS MANAGEMENT POLICY:

- A. The storage of files held by the County of St. Paul No. 19 Library Board is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the Board.
- B. With the exception of Patron records and personnel records, the records of the Library Board are deemed to be public information.
- C. All Patron records are confidential unless subpoenaed by law.
- D. Bylaw No. 1331 of the County of St. Paul No. 19 will be adhered to with regards to retention and disposal of records. Disposal of records will be handled by the County of St. Paul No. 19's FOIP Director.

Date

Board Chairperson