

## **Public Mandates and Priorities**

### **PMAF – 3: Compliance with IN Public Libraries Records Retention Schedule**

Adopted by the Oversight Committee on Public Records on July 11, 2012, the Public Libraries Retention Schedule sets guidelines and retention periods for records particular to public libraries as described in the attached schedule. Additionally libraries must continue to follow the general records retention rules set forth in IC5-15 and IC5-16.

#### **Implications for JCPL**

- JCPL must comply with the records retention schedule.
- JCPL should establish systemwide guidelines for whether JCPL records will be maintained in a physical format or in electronic format.
- Impact on staff members' time and data storage capacity for the library system will have to be studied and mapped. This could have mayor financial implications.