

**Schreiner Memorial Library
Board of Trustees
Records Retention Policy**

Policy

The Schreiner Memorial Library adopts the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems adopted by the Wisconsin Public Records Board, February 27, 2006.

A summary of the schedule is attached to this policy and the full document is available upon request to the Library Director.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 10th day of May, 2006.

Tracy Fillback, Board President