

**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Retention: Until superseded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