

Date Approved 1/19/15  
By Board

Hubbard Public Library  
Fiscal Officer Retention and Disposal of Records Schedule

Hubbard Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. The Hubbard Public Library Board of Trustees adopts the following policy for the retention of financial and administrative records held by its Fiscal Officer.

A Library Records Commission consisting of the Board of Trustees and the Fiscal Officer of the Board will meet at least once every 12 months to review any applications for one-time disposal of obsolete records and to review schedules of records retention and disposition submitted by any employee of the library.

When the Library Records Commission has approved any library application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the commission must send that application or schedule to the Ohio Historical Society for its review. The Ohio Historical Society must review the application or schedule within a period of not more than sixty (60) days after its receipt of it. Upon completion of its review, the Ohio Historical Society must forward the application for one-time disposal of obsolete records or the schedule of records retention and disposition to the State Auditor for the Auditor's approval or disapproval. The Auditor also must approve or disapprove the application or schedule within a period of not more than sixty (60) days after receipt of it. Before public records are to be disposed of, the library records commission must inform the Ohio Historical Society of the disposal through the submission of a certificate of records disposal and must give the Ohio Historical Society the opportunity for a period of fifteen (15) business days to select for its custody those public records that it considers to be of continuing historical value. The Ohio Historical Society may not review or select for its custody any records pursuant to R.C. 149.432 (confidentiality of library records and patron information). (R.C. 149.411.)

Specifically, at the completion of a state audit the Fiscal Officer shall prepare a list of records for disposal to present to the Library Records Commission. The list shall become part of the minutes of the board.

Records shall be divided into two categories: Permanent and Non-permanent. Retention of records may be in the form of electronic media, print, E-mail, disk or magnetic tape.