

## XXIV. Records Retention Policy

On March 11, 2008, the Board of Trustees of the Mercer Public Library officially adopted the Public Library Records Retention Schedule with modifications and notified the State Historical Society of Wisconsin and the Wisconsin Public Records Board of said adoption in writing. (See Appendix for a copy of the schedule and modifications.) On November 11, 2024, the Board of Trustees of the Mercer Public Library officially adopted the updated General Records Schedule for Wisconsin's Public Libraries and Public Library Systems and Related Records approved by the Public Records Board on June 12, 2017.

Patron registration and applications may contain identifying information for each individual who may borrow materials or use library resources. The forms may include registration or policy acknowledgement for other library services or privileges. The Records Retention Schedule calls for retaining only *active* patron registration records. The Mercer Library policy and procedures shall define a patron registration form as active only until the data from the form has been entered into the library's ILS (Integrated Library System).

### **a. Public Records Notice of Availability Policy**

*Pursuant S. 19.34 (1), Wisconsin Statutes*

The Board of Trustees of the Mercer Public Library is an authority for purpose of record keeping as defined in Wis. Stat. § 19.34(1). Records of the Board, as defined under Wis. Stat. § 19.32(2), are retained at the Mercer Public Library, 2648W Margaret Street, Mercer, Wisconsin, and are available Monday through Friday, 9:00 a.m. to 5:00 p.m., excluding holidays.

The Library Director is the legal custodian, as defined under Wis. Stat. § 19.33(4), for the Library Board and for any committee or sub-unit thereof and its records. Requests and information for the same may be obtained from the Library Director. Should the Library Director be unavailable, then the President of the Board of Trustees will serve as deputy custodian for records held by this office.

Records will be made available to any person demanding the same and may be copied at the cost listed in the published public fee schedule for library printing, in accordance with Wis. Stat. § 19.35(3)(a). Any fees may be waived or reduced at the discretion of the legal custodian if doing so is determined to be in the public interest, as indicated in Wis. Stat. § 19.35(3)(e). Pursuant to Wis. Stat. § 19.35(3)(c), should the cost of locating a record within this office exceed \$50.00, that cost will be charged to the person making the request. Prepayment may be required for any requests for reproduction of documents where costs exceed \$5.00, as established in Wis. Stat. § 19.35(3)(f). Should the requester choose to receive records by mail or by shipping, that cost will be charged to the person making the request, according to Wis. Stat. § 19.35(3)(d).

Please note, Wis. Stat. § 43.30 reads as follows: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the

scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).”

*Related Policies:* Appendix L. Public Library Records Retention Schedule

*Amended and approved by the Library Board- November 11, 2024*