Red Feather Lakes Community Library
Records Policy

Revised and approved by the Red Feather Mountain Library Board Oct. 26, 2016.

This policy is intended to address the organization, access, retrieval, storage, security, privacy and retention of records held or generated by Red Feather Mountain Library District.

Library records encompass all manner of library functions and processes and can be organizational, financial, transactional, historical or transitional. Many are public documents; some relating to user privacy or employees are confidential. Some are determined by county, state or federal statute.

Organization

Library records will be organized both within and without the library in ways that promote appropriate access, use and retention. Records may be either electronic, paper, or audio-visual in format. Electronic formats, accessible by commonly available and appropriate software programs, are preferred.

Formats for financial records will ~~be~~ meet state and federal guidelines and commonly accepted financial or accounting structures.

Normally, accepted office practice of storage, preservation and arrangement will be followed unless other local methods of organization optimize arrangement, access and use.

Arrangement within and without the library will be by need of access, security and available storage.

Access

Most Library records are public records and thus subject to review by members of the public through prescribed means.

(See the *RFLMD Open Records Policy*)
(See the *RFLMD Open Records Access Procedure*)

However, there are classes of records that are considered either temporarily or permanently confidential.
1) Employee records are confidential.
2) Records of negotiation to the benefit of the Library are temporarily confidential until the issue at hand is resolved. (24-6-402 C.R.S.)
3) User records and information are permanently confidential; however, such confidentially does not prevent the library from conducting normal administrative or transactional tasks

with these (24-90-119 C.R.S.).

Retrieval

Records retrieval will be by authorized Library staff and/or Board of Trustee members and volunteers in the performance of assigned tasks.

Records for public perusal will be facilitated and overseen by Library staff members according to Open Records policies and procedures

Storage

Records storage may be either in or out-of-library contingent on level of access or security needed.

Offsite storage will be utilized as appropriate for both electronic and/or paper records.

Some Library electronic records are stored through contract by third parties (i.e. the materials and patron databases, library email accounts, offsite or 'cloud' storage methodologies.

Security and redundancy

Records will be stored in manners that promote availability and discourage unauthorized removal, modification or destruction.

Records will be stored in manners that limits intrusion or physical damage.

Sensitive or confidential files will be appropriately under lock-and-key or password-protected.

Backup copies will be created and maintained for primary documents, financial records, historical documents and photos, transactional records and other documents outlined within the *Guidelines for Retention Procedure.*

Backup copies of staff work files, day-to-day correspondence or activity lists will not necessarily be retained other than those in conducting current or foreseeable work.

The Library Director will retain a master copy of each key and password that will be accessible by copy to the President of the Board of Trustees.

(See *Guidelines for Retention Procedure)*

Retention and removal.

Primary documents (such as charters and deeds) will be maintained indefinitely.

Financial, transaction and employee records will be kept according to the current *Guidelines for Retention Procedure*.

Patron data will be maintained within the circulation system until the Library is notified that the individual has left the area; is deceased; or has requested removal from the database. Inactive users – individuals who have not used their card in the previous three years – may be periodically removed.

Records and/or backup copies of records considered surplus, out-of-date or no longer needed will be shredded or otherwise securely destroyed.

References

The Colorado Open Records Act (24-72-201 C.R.S.)
The Colorado Sunshine Law (24-6-402 C.R.S.)
MSEC federal record retention guide
Privacy of User Records (24-90-119 C.R.S.)
Records and electronic records (24-72-203 C.R.S.)
RFMLD Offsite Backup Sources and Methods Procedure
RFMLD Records Inventory
RFMLD Guidelines for Retention Procedure
RFLMD Open Records Policy
RFLMD Open Records Access Procedure
RFLMD Staff Data Backup Procedure
"IRS use of electronic accounting software records frequently asked questions" at
https://www.irs.gov/businesses/small-businesses-self-employed/use-of-electronic-accounting-software-records-frequently-asked-questions-and-answers

Revision history:

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