

Whitehall Public Library Policies

Title	Records Retention Policy
Date Approved	10/8/2014
Amended	7/13/2022
Prepared by	Paula Kelly

Purpose:

This policy provides for the systematic review, retention and destruction of documents received or created by The Whitehall Public Library with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations. Some documents may need to be preserved for operational use or historical value.

Statement of Policy:

The Whitehall Public Library shall follow the document retention schedules in accordance with the state of Pennsylvania's Municipal Records Manual as issued by the Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives.

<https://www.phmc.pa.gov/Archives/Records-Management/Documents/2019-Municipal-Records-Manual-rev-with-links.pdf>