

ROLLA PUBLIC LIBRARY

SUBJECT: Retention of Records

BOARD

Approved: 03/20/2025

POLICY

Specific time frames and categories set forth in the General Records Retention Schedule and the Public Libraries Records Retention Schedule approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri, and linked below. Printed copies are available upon request.

Missouri Public Library Record Retention Schedule:

<https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>

General Records Retention Schedule

<https://www.sos.mo.gov/cmsimages/localrecords/general.pdf>

The custodian of public records for Rolla Public Library shall be the Library Director. All requests to view public records shall be answered in compliance with the requirements of the Missouri Sunshine Law as set forth in RSMo Chapter 610 "The Missouri Sunshine Law".