

## **Records Retention Policy**

### General

The Cherokee Regional Library System shall follow the Local Government Records Retention Schedules for Local Government Paper and Electronic Records as set forth by the Georgia Secretary of State's Division of Archives and History.

### Library Card Applications

The Local Government Records Retention Schedule includes the following rule for **Data Input Forms**:

*“Upon verification/audit of data entry, **Data Input Forms** shall be destroyed. “*

Library Card Applications will be considered “**data input forms**” and the Local Government Records Retention Schedule will be followed.

Once staff has input Library Card Application data into Evergreen following PINES policy and verified that it was entered correctly, the Library Card Application may be immediately shredded for the protection of our patron's personal information. Library Card Applications shall not be input into Evergreen unless they have been signed.

Once a library card account has been created using Acceptable ID as defined by PINES policy, the existence of the patron's account within Evergreen denotes acceptance of responsibility for all fines, lost or damaged materials.