

<b>Records Retention</b>	<b>Approved by: Board of Trustees</b>	<b>Date:</b>	<b>New: 8/24/2010</b>
	<b>Revised Date:</b>		<b>8/28/18</b>

The Hall County Library System will follow the retention schedule published by the Georgia Secretary of State in the *Retention Schedules for Local Government Paper & Electronic Records*, 5/27/2009 as required by O.C.G.A. 50-18-99, et al. The schedule is posted on the Secretary of State's web site.

No employee in the library system may save e-mail correspondence in electronic format any longer than six (6) months. After that it is the employee's responsibility to delete or save such documents which then become governed by the *Retention Schedules*. Failure to follow this policy will lead to disciplinary action and or termination.