

Aloha Community Library Association Record Retention and Destruction Policy

Purpose: The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Aloha Community Library Association (ACLA) or are of no value are discarded at the proper time. This policy is also for the purpose of aiding employees and volunteers of ACLA in understanding their obligations in retaining documents.

Administration: Attached is the Records Retention Schedule (revised 2022) that is approved as the initial maintenance, retention, and disposal schedule for physical and electronic records of ACLA. The Library Director (the “Administrator”) is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to:

- Make modification to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and Federal laws and includes the appropriate document and record categories for ACLA.
- Monitor local, state, and Federal laws affecting record retention.
- Annual review the record retention and disposal program.
- And monitor compliance with this policy.

Suspension of Record Disposal in Event of Litigation or Claims: In the event ACLA is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning ACLA or the commencement of any litigation against or concerning ACLA, such employee shall inform the Administrator. Any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.