

Information Retention Policy

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Reviewed 2004

Tables Reviewed July 2007, July 2008, Aug. 2010, Sept. 2012, Sept. 2013

It is beyond the scope of this policy to enumerate every actual or potential instance where patron information may be collected and retained. In the interest of providing patrons with a general idea, we present these categories, with examples, and some approximation of the amount of time they are kept:

1. **Personal information**, for example, name, address, and telephone number, is kept indefinitely.
2. **Circulation records**, for example, the current and previous sets of items checked out and late fee balances are kept until items are checked in (current set), another patron checks out the same items (previous set), or late fees are paid. Note: an individual can opt-in through their online account to keep a history of borrowed items and holds.
3. **Computer files**, for example, lists of web sites visited by computer, not patron, are kept until the particular computer is rebooted. The computers do not store logon names or passwords to, for example, internet email services.
4. **Library program and computer sign-up sheets and meeting room reservations**, for example, children's summer reading program sign-up sheets with names and telephone numbers are kept until the program has taken place, computer sign-up sheets with name and time signed in are kept for two days, meeting room reservations with contact names, phone numbers, and purpose of meeting, are kept for one year.
5. **Email addresses**, when collected as a list for special events and programs will be used, with prior permission, to inform patrons of future library programs of interest. These lists will remain private to the library and will not be given to other organizations, unless otherwise stated when the information is requested.

The Library is not statutorily compelled to keep any patron information. Librarians are furthermore enjoined by professional creed from revealing their patrons' confidential information. Library staff will therefore retain patron information required only for the proper and efficient functions of the library, and only for as long as is necessary to perform those functions. Once they are no longer required, physical records will be destroyed, and computer files will be deleted from their respective systems or media.

The Library will maintain a Patron Information Table which contains a comprehensive list of the types of patron information collected by the GPL. Once each year members of the library staff will review the list, recommend additions or deletions, and update procedures relative to the retention of each item. (*Located at the end of this policy manual.*)

Retention Policy Background

This policy was prompted by the passage of the Patriot Act in 2001 which makes it easier for the federal government to obtain search warrants and also reduces oversight of the process.