



Peach Public Libraries
315 Martin Luther King Jr. Drive
Fort Valley, GA 31030
(478) 825-1640 phone (478) 825-2061 fax
www.peachpubliclibraries.org

Presented to PPL Board of Trustees: 08/08/2013
Approved by PPL Board of Trustees: 08/08/2013

PEACH PUBLIC LIBRARIES POLICY STATEMENT RECORD RETENTION

Peach Public Libraries' Record Retention policy attempts to ensure that necessary records and documents of Peach Public Libraries are adequately protected and maintained and that records that are no longer needed or are of no value to the operations of the Library are discarded at the proper time.

At minimum, Peach Public Libraries will follow the *Records Retention Schedules for Local Government Paper & Electronic Record's* as published by the Records and Information Management Services of the Georgia Archives, Georgia Office of Secretary of State.

Peach Public Libraries retention of records may exceed those prescribed by the Georgia Secretary of State when required by specific programs or activities.

Records and documents selected for destruction will be destroyed in a manner that maximizes the protection of the Library, library employees, and library users.

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¹ Retention Schedules For Local Government Paper & Electronic Records, Records and Information Management Services, Georgia Archives, Georgia Office of Secretary of State, as revised.
http://sos.georgia.gov/archives/who_are_we/rims/retention_schedules/

Peach Public Libraries

Thomas Public Library
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