

RECORDS RETENTION POLICY ADDENDUM

GENERAL POLICY

The Beloit Public Library Board of Trustees has adopted the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems. The following addendum is approved for use by the Beloit Public Library.

Patron Registration and Application Forms

- a. Data from written patron registration and application forms are entered into our ILS (integrated library system). Written forms will be kept for the current year plus one.
- b. Data from patron registration and application forms submitted via Web Form are entered into our ILS. Patron data submitted via Web Form are stored on the archiver according to state law.
- c. Patron registration and application data entered into our ILS will be purged on a yearly basis according to prescribed criteria when no longer active as defined by library policy and procedure.

History: Adopted April 15, 2015