

Brodhead Memorial Public Library Records Retention Policy

Last reviewed by the Library Board of Trustees July 9th, 2026

Purpose

The records retention schedule's main function is to establish the timeframe for the disposal of records no longer required for administrative, financial, or legal purposes. For this purpose, the Brodhead Memorial Public Library adopts the *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records*, created by the Department of Public Instruction found on:

https://dpi.wi.gov/sites/default/files/imce/pld/UpdatedPLGRS_HRGRS2019.2.pdf

Guidelines

Records will be retained according to the *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records*. "Record" has the meaning defined in Wis. Stat Ch. 19.32 (2).

Disclaimer

The Brodhead Memorial Public Library may not have all the types of records listed in the *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records*. The schedule does not require records to be created. Rather, it provides policy guidance for records created or received by the Brodhead Memorial Public Library.