

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Records Management and Retention

POLICY NUMBER: 5050

5050.1 The Library District will create and maintain such administrative, financial and other records necessary as a basic management resource for the Library District, and will insure the maintenance of such current and historical records in a manner required by State law and accepted practice.

5050.2 The Library District will conform to the *Local Government Records Management Guidelines* as established and published in the most current version by the California Secretary of State. Exceptions to or deviations from these guidelines will be established by action of the Library Commission.

5050.2.1 The Library District is also guided by *Minimum Audit Requirements for California Special Districts* and *Special District Accounting Systems* as established and published in the most current versions by the California State Controller.

5050.3 It is the responsibility of the District Librarian to create, maintain and otherwise manage the Library District's administrative, financial and other records in a manner consistent with Section 5050.2 above.

Adopted 06/19/2006