

## RECORDS DISPOSAL POLICY

The Itasca Community Library (ICL) is required to manage, maintain and dispose of records according to the rules and guidelines governed by the State of Illinois.

The ICL is committed to effective records management which includes meeting legal requirements for records retention and privacy protection, optimizing the use of space, minimizing the cost of record retention and properly destroying outdated records. This policy will apply to all records, regardless of whether the records are in hard (paper) copy, electronic copy or in some other format.

Board Approved:

Official Policy November 16, 2010