

**Records Retention Policy & Schedule
for the
Mukwonago Community Library**



MUKWONAGO
COMMUNITY LIBRARY

Policy

Wisconsin legislative policy favors the broadest practical access to government. Providing citizens with information on the affairs of the government is one of the strongest declarations of policy found in the [Wisconsin statutes](#).¹

The Mukwonago Community Library Board of Trustees recognizes its responsibility to maintain the public records of the library and to make such records available for inspection and reproduction. The Mukwonago Community Library hence recognizes the importance of orderly management, retrieval, and disposal of all official public records, and the need for a documented records retention schedule adopted in accordance with the [Wisconsin Public Records Law for local municipalities](#).

The Mukwonago Community Library Board has adopted and will adhere to the records retention schedule [Record Retention Schedule for Wisconsin's Public Libraries](#), as recommended by the Wisconsin Public Records Board. This retention schedule establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. The adoption of the schedule also enables the Mukwonago Community Library to dispose of records without prior approval of the Wisconsin History Society. The retention schedule remains in effect until June 12, 2027 or until it is formally amended or superseded.

Records created by the Mukwonago Community Library that are not included in the adopted *Record Retention Schedule for Wisconsin's Public Libraries* will then follow the Village of Mukwonago's records retention schedule.

The official records of the Mukwonago Community Library are retained at the Mukwonago Community Library located at 511 Division Street Mukwonago, WI 53149. The official custodian of the Mukwonago Community Library records is the Mukwonago Community Library Director.

The definition of a public record is found in Chapter [19.32 \(2\)](#) of Wisconsin Statutes, and includes any document in any format that is created or received by, or comes under the jurisdiction of, the Mukwonago Community Library, that documents the organization, function, policies, decisions, procedures, operations, or other activities of the library. All records of the library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under Wisconsin or federal law.

Records created and stored electronically are subject to the same retention schedule as their paper counterparts, along with the hardware and software necessary to access them. Duplicate files, duplicate copies, library materials, and community forms, booklets, or pamphlets originally intended for distribution are not considered to be official public records.

A public record may not be destroyed if any litigation, claim negotiation, audit, public records request, administrative review, or other action involving the records is initiated before the expiration of the retention period set in the Records Retention for Wisconsin's Public Libraries.

Upon request, all public records responsive to the request, and not exempt from disclosure, will be prepared within a reasonable amount of time and made available for inspection to any person during regular business hours at the library. Copies of requests may also be mailed or sent electronically. The requester of public records will be charged the actual cost of reproducing and delivering the information.

Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the Mukwonago Community Library Director will seek the counsel of the Village attorney's office. Any denial of a public record request will include an explanation, including legal authority. If a public record contains information that is confidential or exempt from the duty to permit public inspection or to copy the public record, the Library Director will redact the confidential or exempt information and will make available all the information within the public record that is not exempt or confidential.

¹ Brad Schimel, [Wisconsin Public Records Law Compliance Guide](#) (Madison: Department of Justice, March 2018), p.1.

Wisconsin Public Libraries and Related Records

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Board / Governing Body Materials for Libraries								
001	Bylaws	Bylaws of the public library.	No	No	<i>Event and destroy</i>	Event is superseded	Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements.	
002	Annual Reports	Annual reports documenting the library's services and finances over the previous year.	No	No	<i>Event + 2 years and destroy</i>	Event is date the report is submitted to DPI.	These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a) and WI Adm Code PI 6.06 (4) (a).	003; 004
Administrative Files								
003	Donor Files – Monetary Donations	Information about monetary donations to the library.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<i>Event + 5 years and destroy confidential</i>	Event is when the library acknowledges receipt of donation.	May include receipts for donations, letters of acknowledgment, and supporting documentation.	012

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
004	Donor Files – Property Donations	Information about donors of property (such as artwork, furniture, computers, etc.) to the library.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<i>Event + 5 years and destroy confidential</i>	Event is when item is no longer in library's possession or conditions of contract have been met.	May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation.	013; 115
005	Patron Incident and Disciplinary Files	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event + 5 years and destroy confidential</i>	<i>Event is the date of the incident or rule violation.</i>	May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges.	016
006	Purchase Request	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event + 1 year and destroy confidential</i>	<i>Event is decision made regarding requested item.</i>		017
007	Request for Reconsideration of Library Materials	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	Yes	No	<i>Event + 6 years and destroy confidential</i>	<i>Event is date decision is made by the library.</i>		019

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
008	Legal Opinions	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	<i>Event + 5 years and destroy confidential</i>	<i>Event is date superseded or opinion is no longer relevant.</i>	These records may be covered by attorney-client confidentiality.	025
009	Litigation Files	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	<i>Event + 5 years and destroy confidential</i>	<i>Event is date case is closed and appeals exhausted.</i>	These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	026
010	Accident Reports / Claims	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	<i>Event + 7 years and destroy confidential</i>	<i>Event is the date of the reported incident.</i>	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	015

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Financial Materials								
011	Budget Records	Records used to prepare the library's budget.	No	No	<i>Fiscal year + 6 years and destroy</i>		May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	028; 029
012	Annual Inventory and Depreciation Schedules	Records listing all major library property, electronic equipment and its book/materials value.	No	No	<i>Fiscal year + 5 years and destroy</i>		Items remain on the inventory until their active life has elapsed.	042
Integrated Library System, Interlibrary Loan & Information Technology								
013	Bibliographic Records and Finding Aids	Basic information about each title in the library collection and/or items in the archival collection.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Records are maintained in a card catalog system and shelf list, or electronically in an ILS.	87; 118
014	Item Level Record	Records documenting each individual copy of any title or item within the collection.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	088

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
015	Authority Files	Authority information used to identify names and subjects according to established rules in bibliographic records.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	089
016	Patron Registration and Application Forms	Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is when the information has been entered into the Patron Database and information is verified for accuracy.</i>	Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet.	090
017	Patron Level Record	Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is when the card expires without renewal and all items are returned and fines paid, per library policy.</i>		091
018	Overdue Notices	Notices are sent to patrons to remind them to return borrowed items.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is when fines are paid or are written off, per library or system policy.</i>	Notices may be generated manually or automatically by the ILS.	092

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
019	Library Use Reports and Statistics	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	No	No	<i>Creation + 1 year and destroy</i>		Libraries should be aware of what use report information their shared ILS retains.	093
020	Interlibrary Loan Records	Records used to track the request and return of library items with libraries outside the local ILS.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is when item is returned to the lending library.</i>	Records indicate when and where the item was sent, when it is due back, and when it was returned.	095
021	Interlibrary Loan Request Records	Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event + 30 days and destroy confidential</i>	<i>Event is when item is returned to the lending library.</i>		096; 097
022	Log of Interlibrary Loan Transactions	Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries.	No	No	<i>Event + 30 days and destroy</i>	<i>Event is when item is returned to the lending library.</i>	This log is a source document for monthly statistics.	098

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Departmental Records								
023	Internet, Equipment or Room Use Agreements	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is end of business day or when equipment or room are returned undamaged.</i>	Agreements include the personally identifiable information about the patron.	103; 104
024	Reference Requests & Responses	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event and destroy confidential</i>	<i>Event is date request is fulfilled or response is provided.</i>	May include requester's contact information and records necessary for the administration of the institution's ILL program.	106
025	Programming and Events Files	Information about specific library programs or events.	No	May contain confidential information under Wis. Stat. 43.30 (1m)	<i>Event + 1 year and destroy</i>	<i>Event is date of the program or event.</i>	May contain a copy of materials developed for publicity and programming, and evaluation forms.	108; 109; 111; 112
026	Contest Entry Forms	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	<i>Event + 30 days and destroy confidential</i>	<i>Event is when contest winner is determined.</i>	May include names, contact information, school, grade, and age.	110

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
027	Press Releases	Official press releases and related topical indexes.	No	No	<i>Creation + 5 years and destroy</i>			114
028	Archival Accession / Deaccession Records and Processing Files	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	<i>Permanent</i>		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	116; 117
Library System / Shared Automated System Records								
029	Library System Plans	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	<i>Event + 10 years and transfer to WHS</i>	<i>Event is superseded.</i>	The system board approves the plan and it must also be approved by DPI . Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	119

RDA Number	Record Series Title	Series Description	PII	Confidential	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
030	Materials and Rotating Collections Records	Lists of current materials available for use by member libraries.	No	No	<i>Event and destroy</i>	<i>Event is superseded or no longer needed.</i>	May include professional collections, supplemental materials, AV materials, or rotating collections.	122; 123
031	Materials and Rotating Collections Use Summary	Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.	No	No	<i>Event + 30 days and destroy confidential</i>	<i>Event is when item is returned to the lending library.</i>		124
032	Delivery Service Forms	Records documenting ILL items that are in transit.	No	No	<i>Event and destroy</i>	<i>Event is when item has been delivered.</i>	May include courier routes and hub connections with other state, system, school district, and private courier services.	125; 126