

## **Schiller Park Public Library**

### **Local Records Retention & Disposal of Property Policy**

#### **Local Records Retention**

The Schiller Park Public Library retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

Records will be retained only so long as they are

- (1) necessary to the current conduct of the Library;
- (2) required to be retained by statute or government regulation; or
- (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.

2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.

3. This policy encompasses all records no matter their physical appearance or characteristics, that are made, produced, executed, or received in connection to the transaction of library business.

4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for official retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.

5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

#### **Disposal of Property**

Surplus library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

Adopted by the Board of Library Trustees of the Schiller Park Public Library on November 14, 2024.

- Surplus property of any value may be donated or sold to other tax supported libraries or organizations or library partners as the Director may determine.
- Surplus property having an individual current value of less than \$1000 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
- Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted.
- For surplus property having an estimated value of \$2,500 or more:
  - The board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving the notice once each week for two successive weeks.
  - The notice shall be published in one or more newspapers
  - On the day of the sale, the board shall proceed with the sale and may sell the property for a price determined by the board or to the highest bidder.
  - Where the board deems the bids inadequate, it may reject the bids and re-advertise the sale
- Records of all disposals shall be maintained for audit and appraisal purposes.
- In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 16/30-55.32.

Adopted by the Board of Library Trustees of the Schiller Park Public Library on November 14, 2024.