

## **VIII. CONFIDENTIALITY OF PATRON RECORDS**

The library will comply with all state and federal laws dealing with public records.

The library director is the designated contact person for all public record requests, and will be provided with training to stay current regarding library laws.

Public records will be destroyed on a regular and routine basis. See Section IX: Records Retention Schedule. Refer to the Procedures Manual for schedule and method of disposal.

The procedure for handling public records requests is found in the Library Procedures Manual, Handling Patron Records

Effective

Reviewed May 14, 2013

Revised