

## **RECORD RETENTION**

In compliance with Michigan law, the Bad Axe Area District Library shall manage and dispose of its records pursuant to the record retention policy applicable to libraries that had been approved by the Michigan Department of History, Arts and Libraries and the State of Michigan Records Management Services and the State Administrative Board, General Schedule #17 (GS#17). In addition, General Schedule #1 (GS#1) may be used to define non-record materials. The Library Director or his or her designee shall be responsible for the proper storage, retention, and disposal of records in accordance with this Record Retention Policy.