



**F-002**

## **Richmond Heights Memorial Library RECORDS RETENTION POLICY**

The Richmond Heights Memorial Library adopts as its Records Retention Policy the specific time frames and categories set forth in the General Records Retention Schedule and the Public Libraries Records Retention Schedule approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri, and attached to this policy except as such schedules are amended hereinafter.

The Custodian of Public Records for the Richmond Heights Memorial Library shall be the Library Director and all records shall be maintained in the Richmond Heights Memorial Library, 8001 Dale Ave., Richmond Heights, MO 63117. All requests to view public records shall be answered in compliance with the requirements of the Missouri Sunshine Law.

**General Records Retention Schedule:**

<https://www.sos.mo.gov/records/recmgmt/retention/general>

**Public Libraries Records Retention Schedule:**

<https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>

*Adopted by the RHML Library Board of Trustees October 16, 2023*