



ILS Data Retention Policy SECOND DRAFT

Last updated: XX

This policy does not cover User/Patron Records which are governed by the [Retention Schedule for Expired Patron Cards Policy](#)

Item Records

- Default Policy for Item Records including:
CLAIMS RETURNED, DAMAGED, ILL TEMPORARY RECORDS, LOST & PAID, MENDING, and MISSING.
These records will be removed after **18 months**.
- DISCARD: Items checked out to DISCARD are removed **monthly**.
- INTRANSIT: Items in transit for **over 45 days as of the 1st of the month** are removed from INTRANSIT status and set to current location LOST-TRANS on the 10th of each month. Another item will then be able to fill the patron's hold, if available.
- LOST-TRANS are removed after
- ON-ORDER: Items with a Home Location or Item Type of ON-ORDER, or which have ON-ORDER included in the call number are removed after **2 years** if there are no holds.

Bill Records

- Bills paid in full will be removed after **5 years**.
- Unpaid bills may be removed at library discretion.

Holds

- Holds are removed after **18 months**.

Approved by the RSA Board of Directors XX