Database Records Deletion Policy DRAFT

Last updated: XX

Background

This policy replaces the Retention Schedule for Expired Patron Cards Policy and is expanded to include other types of record contained in RSA's Circulation and Bibliographic database.

Bill Records

- Bills paid in full will be removed after 5 years.

- Unpaid bills may be removed at library discretion at any time.
    - Except for bills for lost items, referral fees & processing fees, all other bills shall be removed by the patron's home library.
    - If the item is lost or damaged and the bill is never paid by the patron, the item-owning library will absorb the item's cost. Refer to the Lost Materials Policy and Damaged Materials Policy.

Hold Records

- Hold records are removed after 18 months.

Item Records

- Item Records will be removed after 18 months including:
  CURRENT LOCATIONS: CLAIMS RETURNED, DAMAGED (if bills have been paid), ILL TEMPORARY RECORDS and LOST & PAID.
  HOME LOCATION: ON-ORDER: Items with a Home Location or Item Type of ON-ORDER, or which have ON-ORDER in the call number.

- With the following exceptions:
    - LOST-TRANS, MENDING, and MISSING: Items with these current locations will be removed after 3 years.
    - 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, allowing another available item to fill the hold.

User Records

- Unencumbered expired library user cards should be deleted within 2 years of the expiration date.
- Encumbered expired cards with a dollar amount of less than $25.00 in fines or lost items should be deleted within 3 years after the expiration date.
- Encumbered, expired library cards with a dollar amount of $25.00 or more in fines or lost items should be deleted 5 years after the expiration date.
- Users sent to material recovery agencies may be retained for 8 years.
- Users home library may make exceptions to retain specific accounts.
- School and academic libraries should delete all student cards no later than 2 years after the student has graduated.

Policy History

This expanded Database Records Deletion Policy was approved and adopted by the RSA Board of Directors on XX-XX.

Predecessor Policy
Retention Schedule for Expired Patron Cards Policy History
Approved by the RSA NFP Users Group 7 March 2013
Revision approved by the RSA NFP Users Group 9 August 2023