

## 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 the billing library's discretion at any time.
  - **Exception: Bills for lost or damaged items, referral fees, and processing fees may only be removed with the approval of the item owning 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**.
  - **LOST:** Items with this status will be removed as part of the User Records rules below.
  - **DAMAGED:** Items with this status will be removed as part of the User Records rules below.
  - **DISCARD:** Items checked out to DISCARD are removed **monthly**.

- INTRANSIT: Items in transit for **over 45 days as of the 1<sup>st</sup> of the month** are removed from INTRANSIT status and set to current location LOST-TRANS on the 10<sup>th</sup> 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