



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 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