

Jefferson County Public Library Library Records Management Policy

Policy Statement

Colorado statute mandates that every custodian of public records shall carefully protect and preserve public records from deterioration, mutilation, loss, or destruction. In addition, it is the policy of this state that public records shall be open for inspection by the public. The Library shall protect the privacy of Library users in accord with the provisions of the Colorado Library Law 24-90-119.

Efficient management of the Library's public records will enhance the quality and accessibility of information available to the public and county government; and encourage the use of these records by all persons. The Library will provide adequate storage and preservation of all public records under the direction of the County Archivist.

The Library Board of Trustees designates the Executive Director as the Custodian of Library records. As custodian, the Executive Director will:

- Work the County Archivist to identify and locate all Library public records.
- Develop a comprehensive plan and program to manage the Library's public records.
- Develop a comprehensive plan and program to permanently preserve the Library's archival of public records.
- Act as coordinator between the County Archivist and the Colorado State Archivist to ensure the records retention requirements of the Colorado Division of State Archives and Public Records are met.
- Act as coordinator with law enforcement agencies and the County Attorney's Office to ensure that the private use of libraries requirements of Colorado statutes and other applicable laws are met.