

FRIENDS OF AURORA PUBLIC LIBRARY, INC.

RECORD AND DOCUMENT RETENTION

AND DESTRUCTION POLICY OF THE

FRIENDS OF AURORA PUBLIC LIBRARY, INC.

Membership Applications past and present for active and inactive Members of the Friends of Aurora Public Library, Inc. will be retained by the Friends of Aurora Public Library, Inc. in the Membership Files located with the Membership Chairman of the Friends of Aurora Public Library, Inc. The Membership Files will remain secured and accessible and available only to those Officers, Directors or Committee Members of the Friends of Aurora Public Library, Inc. who have been approved to have such access by the President of the Friends of Aurora Public Library, Inc. The President of the Friends of Aurora Public Library, Inc. may also provide access or availability to other individuals on a "need to know" basis.

Financial records of the Friends of Aurora Public Library, Inc. will be maintained at the store of the Friends of Aurora Public Library, Inc. All Financial records of the Friends of Aurora Public Library, Inc. will be maintained under the supervision and direction of the Treasurer of the Friends of Aurora Public Library, Inc. All Financial records for the Friends of Aurora Public Library, Inc. will be maintained by the Treasurer for the Friends of Aurora Public Library, Inc. for a period of six years. Upon the lapse of six years or upon the direction of the Treasurer of the Friends of Aurora Public Library, Inc. the Financial Records for the Friends of Aurora Public Library, Inc. will be transferred to the store and secured in a locked area of the Friends of Aurora Public Library, Inc.

Other records relating to the operations of the Friends of Aurora Public Library, Inc. will be stored at the store of the Friends of Aurora Public Library, Inc. or at the home/offices of the President, Vice President, Secretary, Treasurer, Membership Chairman or Committee Members as directed by the President of the Friends of Aurora Public Library, Inc. Any record not located at the Friends of Aurora Public Library, Inc. will be transferred to the secured locked area of the Friends of Aurora Public Library, Inc. upon ending of the term of office for any Officer, Director, or Committee Member.

All records will be maintained for the minimum time required by Federal or State Statutes, Regulations or codes including those of the Internal Revenue Service.

Records deemed "old" or "outdated" will be destroyed by a method making the information included there-in: illegible, non-serviceable, or inaccessible.