



## DATA RETENTION POLICY

*Approved by the Rochester Public Library Board of Trustees on January 19, 2022.*

Rochester Public Library (RPL) follows the General Records Retention Schedule for Minnesota Cities, which establishes minimum retention periods for city records. This schedule provides a plan for management and disposal of records under Minnesota Statutes section 138.17.

RPL does not retain customer checkout history. After an item is returned, the link is broken between the customer and the item.

Customers may choose to turn on the checkout history feature in their online library account.

Customer internet login, web logs, fee, payment, claims returned, and reserve records are purged on a regular schedule.