

**NOTIFICATION OF ADOPTION OF
PUBLIC LIBRARY/PUBLIC LIBRARY SYSTEM
RECORDS RETENTION SCHEDULE**

1. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State St., Madison, WI 53706.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

Library/Library System	Telephone (Area Code/Number)
Address (Street, City, ZIP)	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the library/library system named above has officially adopted the Public Library/Public Library System Records Retention Schedule. Libraries and Systems are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. Check appropriate box(es).

- The Library/System adopts the entire schedule.
- The Library/System adopts only the following sections:

<input type="checkbox"/> Board/Governing Body Records	<input type="checkbox"/> Integrated Library System, Interlibrary Loan & Information Technology Records
<input type="checkbox"/> Administrative Records	<input type="checkbox"/> Departmental Records
<input type="checkbox"/> Financial Records	<input type="checkbox"/> Library System/Shared System Records
<input type="checkbox"/> Buildings, Grounds & Equipment	<input type="checkbox"/> Miscellaneous Records
<input type="checkbox"/> Human Services Records	
- The Library/System has developed its own schedule (attached).
- The Library/System has modified the schedule (modifications attached).

Name of Library/System Official (Print or Type)	Title
Signature of Library/System Official	Date Signed (Month/Day/Year)

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the Public Library/Public Library System Record Retention Schedule. The State Historical Society waives the sixty-day notification period specified in s. 19.21, 2003-04 Wis. Stat. for records listed in this schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist	Date Signed	Executive Secretary- PRB	Date Signed
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Restrictions on records destruction contained in Wis. Stat. § 19.35(5) (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.