

**Policy**

**Bernardsville Public Library  
Document Retention Policy**

*Adopted August 19, 2008*

Essential library documents shall be digitized and stored offsite in a safe deposit box and updated at least every 90 days. The two keys shall be kept by the Executive Director and Assistant to the Director, one of which will be kept offsite. The Library Board of Trustees President and Secretary shall be additional signatories on the box.