

SALS/MVLS Joint Automation
Data Retention Policy
3/12/2003

Data files to be retained for up to 30 days:

- Circulation transaction log files
- All circulation system data files
- All reports that contain patron specific information, such as notices, fine reports, deleted and expired request reports
- Staff Email
- Staff user files
- DRA web2 transaction logs

Data files to be retained for up to 1 year:

- All operating system files and programs
- All DRA Classic programs and command procedures
- All DRA web2 programs (including html) and command procedures
- All custom programs and command procedures
- All reports not containing specific patron information
- Any statistical log files - on all servers (DRA Classic, Web, Email)

This data retention policy will be implemented by adding a second backup job once a month. All data will continue to be backed up daily to tapes that are rotated on a monthly basis. Therefore all data will be overwritten monthly. At the end of each month, a second backup job will be executed to backup all files that are to be retained for 1 year. Those tapes will be rotated annually.

Approved by the Town of Chester Library Board (No date indicated)

Rescinded by the Board of Trustees 8/17/2022