**Record Retention Policy**

* In order to meet the administrative, legal, fiscal and archival requirements of the State of Michigan, Hopkins District Library will manage its records in accordance with the general schedule 17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board.
* If and when the general schedule GS #17 is amended, Hopkins District Library will amend its procedures as necessary to remain in compliance.