

# **Public Records Policy**

## **Policy Statement**

The Portneuf District Library will comply with all state and federal laws dealing with the collection, retention, and disclosure of public records. The current circulation system retains user's circulation records only at the user's request. Users who do not wish for their borrowing history to be retained will not have their borrowing history retained.

## **Procedure for Public Records Requests**

The Library Director or Assistant Director shall:

1. Be the designated contacts for all public record requests.
2. Convene all public records requests by appointment only.
3. Verify identification of the law enforcement officer or other legally authorized requester.
4. Contact the library's legal council and ask the requester to wait until the attorney arrives, if applicable.
5. Ask the attorney to draft and submit a protective order to the appropriate court system, keeping the records confidential and limited to the particular case, and restricted to those persons working directly on the case, if applicable.
6. Ensure that only the records identified in the warrant are produced and that no other user's records are viewed or scanned.
7. Designate devices to be used if library devices are removed for information disclosure.
8. Review the request with the attorney to ensure that the library complies with any remaining requirements, including restrictions on sharing information with others.
9. Notify the ALA if legal counsel advises such notification is permissible.
10. Ensure the staff understand they shall not disclose that a warrant has been served or that records have been produced pursuant to the warrant.
11. Document all costs incurred. Some costs may be reimbursable.
12. Review library policies and staff response and make any necessary revisions in light of the experience.
13. Attend training and stay current on the changing laws.