



**Rapides Parish Library**  
**Alexandria, Louisiana**

## **RECORDS RETENTION POLICY**

In accordance with R. S. 44:405, and with the Administrative Procedure Act R. S. 49:950 et seq., the Department of State, Division of Archives, Records Management and History has adopted LAC Title 4, Part XVII Records Management Policies and Practices to provide official guidance for state agencies in establishing and maintaining an active records management program as required by R. S. 44:410 et seq.

As an agency dependent upon tax revenues of Rapides Parish to operate, Rapides Parish Library fulfills the requirements of a governmental agency, and as such, will comply with these statutes as required, following state guidelines while maintaining confidentiality in records of employees as required by law.

Adopted by the RPL Board of Control May 2005  
Revised: November 2009  
January 2013  
January 2016  
Reviewed: January 2019