

**Poplar Bluff Municipal Library**  
**Records Retention Schedule Policy**

**April 2019**

**Approved April 1, 2019**

To comply with Missouri Revised Statutes, Chapter 109, Section 255, Poplar Bluff Municipal Library District will follow the retention schedule as provided by the Missouri Secretary of State.

- <https://www.sos.mo.gov/CMSImages/LocalRecords/General.pdf>
- <https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>
- <https://www.sos.mo.gov/CMSImages/RecordsManagement/AppraisalSchedulingStandard.pdf>