



MINNESOTA HISTORICAL SOCIETY  
STATE ARCHIVES DEPARTMENT

345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 (651) 259-3260

## Government Records Information Leaflet No. 7 Public Library Records

Public libraries throughout Minnesota create documentation that has significant historical value. This statement identifies some of the most valuable series of public library records. Records listed on this sheet that no longer have administrative value may be eligible for transfer to the State Archives in the Minnesota Historical Society. Transfer of such records to any other historical agency or museum is allowed with the permission of the State Archives.

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**MINUTES** of the library's governing board and all committees, subcommittees, task forces, and advisory commissions.

**AGENDA PACKETS:** Complete record of information sent to members of the governing board for action at its meetings.

**ANNUAL REPORTS:** Textual and statistical summaries of activities.

**BUDGET:** Annual budget as adopted by the governing board.

**DIRECTOR'S FILES:** Correspondence and subject files documenting policy decisions and significant files regarding the operations of the library.

**FINANCIAL STATEMENTS:** Annual financial statements and audit reports of the library.

**NEWSLETTERS AND OTHER ISSUANCES** generated by the library for external and internal use.

**PUBLICITY FILES:** News releases and other public announcements.

**STUDIES, STATISTICS, AND REPORTS:** Surveys, circulation statistics, other statistical reports, and consultant reports documenting major library functions and proposed changes in programs.

**VOLUNTEER GROUP RECORDS:** Minutes, scrapbooks, and other records of Friends of the Library groups.

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The preservation and orderly disposition of public library records are governed by Minnesota Statutes 138.17, Subdivision 1. No records of public libraries, whether regional libraries, city libraries (extant or defunct), or county libraries can be destroyed or removed from agency custody without signed authorization by the Records Disposition Panel as constituted by the statute. Further information and forms on which to request permission to destroy records on a onetime basis or to transfer noncurrent records to the State Archives are available from the State Archives, Minnesota Historical Society, at the address and phone number shown above.