

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 422

Subject: Storage of Important Documents

All vital records of the Crawford County Library such as deeds, title records and other documents pertaining to the records of the library shall be placed in the safe keeping of the County Treasurer in the County Vault.

When the Library Board deems a document to be stored in the County Treasurer Vault a signed receipt from the County is to be obtained and placed in a special file in the library.

A complete inventory of stored documents will be kept by the Library Director and the file will be maintained by the Library Director and will be available for Board member inspection when requested.

ADOPTED: November 14, 2000

REVIEWED:

Crawford County Library Policy Manual – Policy No. 422 ~ Page 1 of 1