

# Clinton Public Library

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[www.clintonpubliclibrary.us](http://www.clintonpubliclibrary.us)  
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**Administrative Records.** *Reviewed 2015. Revised 11/2019.*

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings and actions and other such items as the Board or Director shall file there. Staff personnel records are confidential and shall be kept in a secure place; and only the Director or any person authorized by the Director shall have access to these records.