

**RESOLUTION OF THE BOARD OF TRUSTEES
OF
POUDRE RIVER LIBRARY DISTRICT**

Disposal of Personal Identifying Information

WHEREAS, Poudre River Library District (the “**District**”) is a Colorado Library District formed pursuant to Section 24-90-101 *et seq.*, C.R.S., and a political subdivision of the State of Colorado located in the County of Larimer, Colorado; and

WHEREAS, as a government entity and political subdivision of the State of Colorado, the District is subject to and required to comply with Colorado Revised Statutes, Section 24-73-101 (“**Personal Information Statute**”); and

WHEREAS, the Personal Information Statute requires the adoption of a written policy explaining the District’s disposal practices for documents containing personal identifying information of citizens of the State of Colorado; and

NOW THEREFORE, be it resolved by the Board of Trustees for the Poudre River Library District that the “Policy Regarding Disposal of Data Containing Personal Identifying Information” attached as **Exhibit A** to this resolution (“**PII Data Disposal Policy**”), is approved.

APPROVED AND ADOPTED this ___th day of October, 2018.

POUDRE RIVER LIBRARY DISTRICT

President

Attest:

Secretary

Exhibit A

POLICY REGARDING DISPOSAL OF DATA CONTAINING PERSONAL IDENTIFYING INFORMATION

During the course of its activities, the District may receive personal identifying information of its employees, contractors, directors, and/or constituents. Personal identifying information is classified under the Colorado Revised Statutes, Section 24-73-101(4)(b) as the following:

- Social security number;
- Personal identification number;
- Passwords;
- Passcodes;
- Official state or government-issued driver's license or identification card number;
- Government passport number;
- Biometric data (i.e. finger print or retina scan);
- Employer, student, or military identification number;
- Financial transaction devices (i.e. credit cards, debit cards, banking cards, electronic fund transfer cards, guaranteed check cards, and financial account numbers).

When paper or electronic documentation containing personal identifying information is no longer needed, the District shall destroy or arrange for the destruction of such paper and electronic documents within its custody or control that contain personal identifying information by shredding, erasing, or otherwise modifying the personal identifying information in the paper or electronic documents to make the personal identifying information unreadable or indecipherable through any means.