# Policy on Retention of Library Card Applications

The library is committed to protecting the privacy of its patrons. Information given via library card applications will never be sold or distributed to outside parties for non-library purposes unless required by law.

What happens to your application:

Patron records will be managed in accordance with [SC Code of Laws Title 30, Chapter 1](https://www.scstatehouse.gov/code/t30c001.php) – Public Records, SC Records Retention [Subarticle 14, 12-514.2](https://scdah.sc.gov/sites/scdah/files/Documents/Records%20Management%20(RM)/Schedules/cotxt.pdf) and [SC Code of Laws Section 60-4-10](https://www.scstatehouse.gov/code/t60c004.php) on Confidential Library Records. The electronic record will be considered the permanent record and subject to records retention and privacy statutes. Any paper applications will be removed and destroyed annually or when no longer needed.