



Missouri Evergreen Reports Retention Policy

The Reports Committee recommends a report output retention limit of 180 days. We recommend that this limit be instituted on March 10, 2021. From that time forward, all report output that is older than 180 days will be deleted from Equinox's servers automatically. It is recommended that member libraries download and retain locally any report output that is needed beyond this limit.

Adopted by Missouri Evergreen: December 10, 2020.