400-30: Record Retention Policy

At the Board meeting held on Tuesday, April 24, 2007, the Board of Trustees adopted the following Record Retention schedule with the additional requirement that a subject list of records to be destroyed be presented to the Board at each instance; and further, any records retained in digital format shall adhere to the time limits outlined below, and that a Records Officer be designated by the Director from among the staff:

I GENERAL

1.1 Official minutes, including agendas, list of persons who signed the attendance sheets, and committee minutes and all attachments in paper form for 1 year and digitize after for permanent retention.
RETENTION: PERMANENT

1.2 Recording of voice conversations, including audio tape, videotape, stenotype or stenographer’s notebook and also including verbatim minutes used to produce official minutes and committee minutes
RETENTION: 4 months after transcription and/or approval of minutes

1.3 Legal agreements, including contracts, leases
RETENTION: 6 years after expiration or termination

1.4 Newsletter
RETENTION: PERMANENT (beginning 1994)

1.5 Annual report to community
RETENTION: PERMANENT (beginning 1938-1951; 1989--)

1.6 Internal information records used solely to disseminate information or for similar administrative purposes, including but not limited to calendars of appointments, memoranda, routine internal reports, reviews and plans.
RETENTION: 3 months

1.7 Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics
RETENTION: 6 years

1.8 Program or annual, special or long range plan as approved by the Board of Trustees
RETENTION: PERMANENT

1.9 Postal records, including returned registered or certified mail card or receipt, except as mentioned in 4.12
RETENTION: 1 year

1.10 Accident or incident report
RETENTION: 6 years after the later of the accident/incident or resolution or any related claim
1.11 Property and liability insurance policies, and certificates of insurance  
**RETENTION:** 6 years after the later of the date of expiration or last claim resolved

1.12 Workers’ Compensation, disability, Directors’ and Officers’ policies  
**RETENTION:** 18 years

1.13 Inventory records  
**RETENTION:** 0 after superseded by updated inventory

II  **ELECTION**

2.1 Voter registration record, including register of voters  
**RETENTION:** 5 years

2.2 Sample ballot  
**RETENTION:** PERMANENT

2.3 Voted ballot  
**RETENTION:** 1 year

2.4 Application for proxy  
**RETENTION:** 90 days after election

2.5 Final election results  
**RETENTION:** PERMANENT

2.6 Intermediate records used to compile final election results  
**RETENTION:** 1 year after election

2.7 Candidate designation or nomination records, including petitions and related records  
**RETENTION:** 1 year after election

2.8 Election challenge records  
**RETENTION:** 6 years

III  **FISCAL**

**Audit**

3.1 Audit  
**RETENTION:** PERMANENT since 1988

**Banking**

3.10 Banking communication, including but not limited to bank statements, reconciliations, notification of voiding or return of check, cancellation of payment or other notice for checking or savings account  
**RETENTION:** 6 years
3.11 Cancelled check, check stub
RETENTION: 6 years

3.12 Depository agreement
RETENTION: 6 years after agreement expires or has been superseded

3.13 Deposit books, slips
RETENTION: 6 years

**Budget**

3.20 Budget preparation work papers
RETENTION: 6 years

3.21 Annual budget when included in minutes
RETENTION: 0 after officially recorded in minutes

3.22 Budget status report on allocation, receipt, expenditures, encumbrances and unencumbered funds

   a. Cumulative report
   RETENTION: 6 years

   b. Monthly or quarterly
   RETENTION: 1 year

**Claim and Warrants**

3.30 Claim for payment
RETENTION: 6 years

3.31 Summary record of outstanding or paid warrants
RETENTION: 6 years

3.32 Order or warrant to pay monies
RETENTION: 6 years

**General Accounting**

3.40 General ledger
RETENTION: PERMANENT

3.41 Subsidiary ledger
RETENTION: 6 years

3.42 Accounting register, including but not limited to check register
RETENTION: 6 years

3.43 Cash transaction record showing cash received from collection of various fees and petty cash disbursed
RETENTION: 6 years
3.44 Daily cash record, including adding machine tapes, cashier’s slips showing daily cash receipts  
RETENTION: 6 years

3.45 Grant, award or gift files master summary  
RETENTION: PERMANENT

3.46 Credit card records  
RETENTION: 6 years

3.47 Paid invoices, purchase orders, packing slips  
RETENTION: 6 years

Reports

3.50 Daily, weekly, monthly quarterly or other periodic fiscal reports  
RETENTION: 6 years

3.51 Annual or final fiscal reports  
RETENTION: PERMANENT

3.52 Verification of travel expenses  
RETENTION: 6 years

Purchasing

3.60 Requests for Proposals, bid documents together with executed contracts for purchase of materials and services  
RETENTION: 6 years

Capital Projects

3.70 Board approved capital construction project file including but not limited to bids, specifications, contracts, performance guarantees and environmental impact statements

a. Successful bids  
RETENTION: 6 years after building no longer exists

b. Unsuccessful bids  
RETENTION: 6 years

c. All records when project is proposed but not undertaken  
RETENTION: 6 years after last entry

3.71 Board approved official plans, designs, architectural drawings and photographs for buildings owned by the Library

a. Final or “as built” plans, maps, designs, sketches, architectural drawings and photographs  
RETENTION: PERMANENT
b. Other related non-graphic design file documents, including correspondence, cost estimates, reports and other records  
   **RETENTION:** 6 years after completion of project

3.72 Draft or intermediary plans, maps, designs, sketches or architectural drawings  
   **RETENTION:** 6 years after last entry

### IV PAYROLL

4.1 Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes  
   **RETENTION:** 55 years

4.2 Periodic payroll, including detailed information necessary for salary verification for retirement and social security purposes, when no year-end payroll is available or year-end payroll does not contain this required information  
   **RETENTION:** 55 years

4.3 Periodic payroll, **not** including detailed information necessary for salary verification for retirement and social security purposes  
   **RETENTION:** 6 years

4.4 Payroll labor distribution breakdown reports  
   **RETENTION:** 6 years

4.5 Employee’s time sheets and requests for pay in lieu of vacation  
   **RETENTION:** 6 years

4.6 Employee’s request for and/or authorization given to employee to use sick, vacation, personal or other leave  
   **RETENTION:** 0 after payroll period

4.7 Record of assignments, attachments and garnishments  
   **RETENTION:** 6 years after termination or 5 years after satisfaction

4.8 Employee’s voluntary payroll deduction form  
   **RETENTION:** 5 years from expiration

4.9 Employee’s personal earnings record  
   **RETENTION:** 55 years  [rev. 5/29/07]

4.10 Payroll report submitted to NYSERS  
   **RETENTION:** 6 years

4.11 Employer’s copy of Form 940 and Form 941  
   **RETENTION:** 6 years after paid

4.12 Employer’s copy of 1096, 1099, W-2 or W-3 and certified proofs of mailing same  
   **RETENTION:** 6 years
4.13 Employee’s withholding exemption certificate (W-4)
RETENTION: 6 years after a superseding or employment terminated

4.14 Employer’s copy of NY state income tax records
RETENTION: 6 years after tax paid

4.15 Direct deposit records
RETENTION: 6 years after authorization expires

V LIBRARY

5.1 Incorporation, chartering and registration records
RETENTION: PERMANENT

5.2 Borrowing or loaning records
RETENTION: 0 after no longer needed

5.3 Library material censorship and complaint records
RETENTION: 6 years

5.4 Program registration forms
RETENTION: 0 after no longer needed

5.5 Library card application forms
RETENTION: Until patron is no longer a registered borrower

5.6 Usage and circulation statistics
RETENTION: 6 years

5.7 Library association membership list
RETENTION: Until superseded

VI PERSONNEL

6.1 Personnel file records including including but not limited to: age, dates of employment, job titles
RETENTION: PERMANENT

6.2 Personnel file records including but not limited to: employment application, resume, evaluations, requests for leave without pay; continuing education, training and development; notice of resignation or termination, correspondence
RETENTION: 6 Years after separation from service

6.3 Employee’s declination and/or acknowledgment of offer of participation in retirement and/or health benefit plans
RETENTION: 6 years after separation from service

6.4 Retirement, life, health and dental records
RETENTION: 3 years after termination of employee’s or dependent survivor’s coverage, whichever is later
6.5 Unemployment insurance records:
   a. If claim approved:
      RETENTION: 6 years after final payment
   b. If claim denied:
      RETENTION: 3 years after filing

6.6 Collective Bargaining Agreements
   RETENTION: PERMANENT

6.7 Grievance records
   RETENTION: 3 years after grievance is resolved

6.8 Job action records
   RETENTION: PERMANENT

6.9 Employee injury record related to Workers’ Compensation claim
   RETENTION: 18 years

6.10 Vacant job postings
   RETENTION: 0 after position is filled or abolished

6.11 I-9 employment eligibility verification form
   RETENTION: 3 years after hire or 1 year after separation from service, whichever is later

VII PUBLIC ACCESS TO RECORDS

7.1 Listing of officers or employees of library
   RETENTION: 6 months after superseded

7.2 Register or list of applicants seeking access to records and request forms
   RETENTION: 1 year

Adopted 4/27/07; amended. 5/29/07; 1/15/13; 9/12/17