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| SECTION: | PS 1 | ADMINISTRATIVE |
| SUBSECTION: | | |
| POLICY: | PS 1.7 | RECORDS RETENTION |
| REVISIONS: | | 4/19/89; 7/21/99; 10/17/07; 12/21/16; 03/20/24 |

This policy establishes the guidelines and schedule by which the Library, in accordance with state and applicable laws, will maintain its public records.

General Definition

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic, including but not limited to e-mail, and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office; and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Library Records Commission

The Library Records Commission will consist of two Board Members. The Library's Fiscal Officer will be named Records Officer. The Commission will meet once annually. The function of the Commission is to review applications for one-time disposal of obsolete records and review schedules of records retention and disposition.

Inventory List of Records Retained

The Library's inventory will include the Type of records, Contents, Dates, and Location. As permitted by current Ohio law, the Library may consider the microfilming or conversion to electronic format of records to reduce storage space.

Records Retention Schedule

PERMANENT CLASSIFICATION. (See Exhibit A)

NON-PERMANENT CLASSIFICATION. (See Exhibit B)

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EXHIBIT A

Records Retention Schedule

PERMANENT CLASSIFICATION.

Annual Financial Reports to the Auditor of State
Annual Reports to State Library including library statistics
Audit Reports from Auditor of State
Board of Trustees Minutes
Building Specifications and Plans
Historical Files
Payroll Records
Payroll Tax Records
Ohio Public Employees Retirement System Reports
W-2 Forms

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EXHIBIT B

NON-PERMANENT CLASSIFICATION

Applications for Employment—Retain with personnel record if applicant employed; others 1 year
Bank Deposit Receipts—until audited
Book Inventories—maintained online; until superseded
Cash Register Tapes—until audited
Computer Booking Logs—daily
Deduction authorizations—until superseded or employment terminated
Employee handbooks—until superseded
Employee Request for Leave Forms—until audited
Employee schedules—fiscal year plus two years
Inventories, except books—until superseded
Job descriptions—until superseded
Levy Campaigns and Work papers—life of levy plus 5 years
Levy Official Files—life of levy plus 5 years
Lost Books/Fine Records—once paid remove from patron history
Receipt Books—until audited
Software—destroy when obsolete
Transient materials (all informal and/or temporary messages and notes, including social media posts, e-mail and voice mail messages, and all drafts used in the production of public records) -- Discretionary; retain until no longer of administrative value
Vehicle Maintenance Records—until vehicle sold
W-4 Forms—until superseded

30 Days: ILL Records (unless financial obligations)

3 Months: Automated System Backups

1 Year: Administrative Policy and Procedure Files (after superseded)
Board Agendas
Committee Reports
Job Postings/advertisements of job openings, promotions, training programs or opportunities for overtime work (if no action pending)

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- 2 Years: Postal Records (e.g. registered/certified/insured logs or receipts/postal meter documents)
Purchase Orders (provided audited)
Record Requests
General Correspondence
- 3 Years: Gift Donor Forms
I-9 Immigration Verification Forms (retained separately from personnel files) – retained 3 years after date of hire, or one year after termination of employment, whichever is later
Patron Information (after inactive)
- 4 Years: Annual Employee Absence Summary (provided audited)
Bank Statements (provided audited)
Bids – Unsuccessful (after Letting of Contract provided audited)
Canceled Checks (provided audited)
Cash Journals (provided audited)
Certificates of Total Amount From Sources Available for Expenditures (provided audited)
Check Registers (provided audited)
Depository Agreements (provided audited)
Investment Reports (provided audited)
Prevailing Wages Records (provided audited)
Time Sheets (provided audited)
Unemployment Compensation Claims (provided audited)
- 5 Years: Accident Reports (provided no pending action)
Accounting Records not specified
Accounts Payable Ledger
Amended Official Certificates
Annual Budget Resolutions
Annual Certificate of Estimated Resources
Appropriation Ledgers
Deferred Compensation Deduction Reports
Encumbrance and Expenditure Journal
Receipt Journals (provided audited)
Voucher with Invoices (provided audited)

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6 Years: Personnel Files (after termination of employment)
10 Years: Budgets – Annual
Worker's Compensation Claims (after date of final payment)
Records Commission/Records Disposal documents
12 Years: Contracts and Leases (after expiration)
Insurance Policies/Bonds (after expiration provided all claims have been settled)
15 Years: Bids – Successful (after completion of project)
75 Years: Quarterly Payroll Reports for State

RECORDS RETENTION SCHEDULE

Annual Employee Leave Use/Balance Report

Retention: 4 years, provided audited

Annual Financial Report to the Auditor of the State

Retention: Permanent

Annual Report to State Library (including library statistics)

Retention: Permanent

Audit Reports from Auditor of State

Retention: Permanent

Bank Deposit Receipts

Retention: Until audited

Bank Statements

Retention: 4 years, provided audited

Bids (Successful)

A. Copies of successful bids to provide goods and/or services

Retention: 3 fiscal years after expiration of project

B. Original, if made part of a contract and filed with project

Retention: 15 years after expiration of contract

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Bids (Unsuccessful)

Retention: 4 years after letting of the contract

Board of Trustees Agendas

Retention: 1 year

Building Blueprints

Retention: Permanent

Building Projects Records (successful)

Retention: Permanent

Building Projects Records (unsuccessful)

Retention: 4 years

Building Specifications and Plans

Retention: Permanent

Cancelled Checks

Retention: 4 years, provided audited

Cash Books and Cash Journals

Retention: 4 years, provided audited

Check Register Tapes

Retention: Until audited

Committee Meeting Minutes

Retention: 1 year

Construction Contracts

Retention: 12 years after the project is completed

Contracts and Leases

Retention: 12 years (after expiration)

Correspondence-Transitory messages (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)

Retention: Discretionary; Retain until no longer of administrative value

Documentation of Leave

Retention: Until audited

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Depository Contracts and Related Collateral

Retention: 4 years after the contract has expired, provided audited

Employment Applications

Retention: Retain with personnel record if applicant employed; others 1 year

Accident Reports

Retention: 5 years

Insurance Policies/Bonds

Retention: 12 years (after expiration, provided all claims settled)

Interlibrary Loan Records

Retention: 30 days (unless financial obligations)

Inventories (Property)

Retention: Until superseded

Investments

Retention: 4 years, provided audited

Library Card Applications

Retention: 3 years (after inactive)

Minutes of Board of Trustee Meetings

Retention: Permanent

Monthly Financial Reports to Library Board

Retention: 5 years, provided audited

Monthly Statistical Reports

Retention: Until incorporated into year end report

Operating Procedures

Retention: 1 year

Payroll Journal/Ledgers

Retention: 5 years, provided audited

Payroll Records

Retention: Permanent

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Personnel Files

Retention: 6 years after termination of employment (purge extraneous records)
Retain retirement waivers, service record and leave balances permanently

Purchase Orders/Requisitions

Retention: 2 years, provided audited

Vouchers with invoices

Retention: 5 years, provided audited

Timesheets

Retention: 4 years, provided audited

W-2 Forms

Retention: 6 years, provided audited

W-4 Forms

Retention: Until superseded or employee terminates

Workers Compensation Claims

Retention: 10 years after date of final payment