

## **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, steno type 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**RETENTION:** 0 after superseded by updated inventory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 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