

RECORD RETENTION POLICY/SCHEDULE

The Liberty Center Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. Although the *Ohio Revised Code* does not set guidelines for public libraries, the Board of Trustees of the Liberty Center Public Library adopts the following policy for records retention.

Records shall fall into two (2) categories-permanent and non-permanent. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's office, and the Ohio Historical Society:

Permanent

- Annual Financial Report to the Auditor of State
- Annual Report to the State Library
- Audit reports from Auditor of State
- Board of Trustees Minutes
- Building Specifications/Plans
- Historical Files
- Library Statistics-Annual Report
- Payroll Records
- Payroll Tax Records
- Ohio Public Employees Retirement System Reports
- W-2 Forms

Non-permanent

- Accident Reports
- Accounting Records not specified
- Accounts Payable Ledger
- Administrative Policy/Procedure Files
- Amended Official Certificates
- Annual Budget Resolutions
- Annual Certificate of Estimated Resources
- Annual Employee Absence Summary
- Applications for Employment

- Appropriation Ledgers
- Automated System Back-ups
- Bank Deposit Receipts
- Bank Statements
- Bids-Successful
- Bids-Unsuccessful

- Board Agendas
- Book Inventories
- Budgets-Annual
- Cancelled checks
- Cash Journals
- Cash Register Tapes
- Certificates of Total Amount from Sources available for Expenditures
- Checks Registers
- Committee Reports
- Computer Booking Logs
- Contracts/Leases
- Deduction Authorizations

Retention Period

- 5-years provided no pending action
- 5-years provided audited
- 5-years provided audited
- 1-year after superseded
- 5-years provided audited
- 5-years provided audited
- 5-years provided audited
- 4-years provided audited
- Retain with personnel record if applicant employed; others 1-year
- 5-years provided audited
- 3-months
- Until audited
- 4-years provided audited
- 15-years after completion of project
- 4-years after 'letting' of contract provided audited
- 1-year
- Maintained on-line, until superseded
- 10-years
- 4-years provided audited
- 4-years provided audited
- Until audited
- 4-years provided audited
- 4-years provided audited
- 1-year
- Daily
- 12-years after expiration
- Until superseded or employment terminated

Record Retention Policy/Schedule (continued)

Deferred Compensation Deduction Reports	5-years provided audited
Depository Agreements	5-years provided audited
Employee Handbooks	Until suspended
Employee Request for Leave Forms	Until audited
Employee Schedules	Fiscal year + 2-years
Encumbrance/Expenditure Journal	5-years provided audited
General Correspondence	2-years
Gift Donor Forms	3-years
I-9 Immigration Verification Forms (retained Separately from personnel files)	3-years after date of hire, or, 1-year after termination of employment, whichever is later
ILL Records	30-days, unless financial obligations
Insurance Policies/Bonds	12-years after expiration provided all claims have been Settled
Inventories, except books	Until Superseded
Investment Reports	4-years provided audited
Job Descriptions	Until superseded
Job Postings/Advertisements of Job Openings, promotions, training programs, or Opportunities for overtime work	1-year if no action pending
Levy Campaigns/Work Papers	Life of Levy + 5-years
Levy Official Files	Life of Levy + 5-years
Lost Books/Fine Records	Once paid, removed from patron history
Patron Information	Permanent or 3-years after inactive
Personnel Files	6-years after termination of employment
Postal Records (i.e. registered/certified/insured logs or receipts/postal meter documents)	2-years
Prevailing Wages Record	4-years provided audited
Purchase Orders	2-years provided audited
Quarterly Payroll Reports for State	75-years
Receipt Books	Until audited
Receipt Journals	5-years provided audited
Record Requests	2-years
Records Commission/Records Disposal documents	10-years
Software	Destroy when obsolete
Time Sheets	4-years provided audited
Transient Material (all informal and/or temporary messages/notes, including e-mail/voice-mail messages, and all drafts used in the production of public records)	Discretionary, retain until no longer of administrative value
Unemployment Compensation Claims	4-years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5-years provided audited
W-4 Forms	Until superseded
Worker's Compensation Claims	10-years after date of final payment

Regardless of format, computer back-ups of any of the above referenced records shall follow the same retention period as paper records.

Until 'audited' and 'provided audited' is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.

Non-Permanent**Retention Period**

Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	Two years
Gift Donor Forms	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later
ILL Records	30 days, unless financial obligations
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job descriptions	Until superceded
Job postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending
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 removed from patron history
Patron Information	Permanent or three years after inactive
Personnel Files	6 years after termination of employment
Postal Records (e.g. registered/certified/insured logs or receipts/postal meter documents)	2 years
Prevailing Wages Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Record Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
Transient material (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)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Claims	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.