

## MGT-5

## Retention and Disposal of Library Records

### *Policy*

The Warren-Trumbull County 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 W-TCPL Board of Trustees adopts the following list showing the retention period of specific records, which is compiled from recommendations of the State Auditor's Office and the Ohio Historical Society.

Retained records may be in the form of any commercially viable media that provides an accurate reproduction of the record.

### *Regulation 1*

Records shall fall into two categories: Permanent and Non-permanent.

If a record type is not listed, the retention period shall be determined based on its administrative, legal, fiscal, and historical value.

### Permanent

- Annual Financial Report to Auditor of State
- Annual Report to State Library
- Audit Reports from Auditor of State
- Board of Trustees Minutes
- Building Specifications/Plans/Project Records
- Committee Meetings/Minutes
- Employee Personnel Files – retain retirement waivers, service record and leave balances permanently
- Historical Files
- Legal Opinions (formal)
- OPERS Reports/Applications
- Payroll Records
- Payroll Tax Records
- W-2 Forms

### Non-permanent

Accident/Incident Reports	6 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Accounts Receivable Ledger	5 years provided audited
Amended Official Certificates	5 years provided audited
Annual Budget Resolution	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Annual Employee Absence Summary	4 years provided audited
Applications for Employment	Retained with personnel record if applicant employed; others 1 year
Appropriation Ledgers	5 years provided audited

Automated System Backups	Until superseded
Bank Deposit Receipts	5 years provided audited
Bank Statements	5 years provided audited
Bids – Successful	15 years after completion of project
Bids – Unsuccessful	4 years after letting of contract provided audited
Board Agendas/Packets & Audio Recordings	1 year
Book Inventories	Maintained online; until superseded
Budgets – Annual	10 years
Cancelled Checks	5 years provided audited
Cash Journals/Books	5 years provided audited
Cash Register Tapes	5 years provided audited
Certificates of Total Amount From Sources Available for Expenditures	4 years provided audited
Check Registers	5 years provided audited
Circulation Records	Until materials are returned
Construction Contracts	16 years after completion of project
Consultant Records	4 years
Contracts and Leases	15 years after expiration
Correspondence	Until no longer of administrative value
Court Orders for Payroll Deduction	2 years after termination of employment or order rescinded
Deduction Authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	5 years after expiration provided audited
Digital Video Surveillance	Until superseded
Email	Retain according to content; see correspondence – see definition of “email” in <b>Regulation 2</b>
Employee Earning Records	5 years after termination of employment
Employee Handbooks	Until superseded
Employee Request for Leave Forms	5 years provided audited
Employee Personnel Files	6 years after termination of employment purge extraneous records; retain retirement waivers, service record and leave balances permanently
Employee Schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
Financial Report to the Board (monthly)	5 years provided audited
Gift Donor Form	3 years
Grant Files	5 years provided audited
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 obligation
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/Advertisement of Job Openings, Promotions, Training Programs or Opportunities for Overtime Work	1 year if no action pending
Lease Agreements – Equipment	2 years after expiration
Lease Agreements – Real Estate	5 years after expiration
Levy Campaigns and Work Papers	Life of levy plus 5 years
Levy Official Files	Life of levy plus 5 years
Library Card Applications	4 years
Litigation Records	5 years after case closed & appeals exhausted
Lost Books/Fine Records	Removed from patron history once paid
Meeting Room Applications	1 year
Monitor Logs (as of 4/2012)	1 year
Postal Records (registered/certified/ Insured logs or receipts/postal meter documents)	2 years
Press Releases - Library	4 years
Prevailing Wage Records	4 years provided audited
Public Records Report	2 years provided audited
Publications - Library	2 years
Purchase Orders	5 years provided audited
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
Statistical Reports (monthly)	Until incorporated into annual report
Survey Reports	4 years
Time Sheets	5 years provided audited
Transient	Documents including telephone messages, some emails, drafts, and other documents which serve to convey information of a temporary value, have a very short-lived administrative/legal and/or fiscal value and should be disposed of in an appropriate manner once that value

has expired. Typically, retention is not a fixed period of time and is event-driven; it may be as short as a few hours and could be as long as several days or weeks.

Unemployment Compensation Claims	4 years provided audited
Vehicle Maintenance Records	Until vehicle is sold
Voice Mail Messages	Until no longer of administrative value
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

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

### ***Regulation 2***

Email is not a record type but is a means of conveying information similar to the United States Postal Service. As such, its retention is based upon the content of the email message, not the fact that it is an email message.

Email (electronic mail) is comprised of the following components:

- Textual message
- Metadata (To, From, Subject, Time, Date, System, etc.)
- Attachments

As such, each component is part of the record (or non-record) as the case may be. In many instances, email has taken over the role of memorandums, telephone messages, etc. If an email message meets the criteria of a record, it must be managed as one would manage a traditional paper record.

The key to effectively managing email is to eliminate the non-records and any transient/transitory records that have outlived their administrative/legal/fiscal value as quickly as possible. That leaves a small percentage of items that need to be managed.

Staff should approach the management of email in this way:

- If it is a non-record, delete it
- If it is a transient/transitory record, place it in a folder or a sub-folder that is designated for periodic review and dispose of as soon as allowable.
- If it is a record, place in an appropriate folder by record type/series, project, retention time or other filing schema that allows the effective management of the life cycle of the record.

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