

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
- Historical Files
- Legal Opinions (formal)
- OPERS Reports/Applications
- Payroll Records
- Payroll Tax Records
- W-2 Forms

Non-permanent

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
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Automated System Backups	Until superseded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	Until no longer of administrative value
Book Inventories	Maintained online; until superseded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 Regulation 2
Employee Handbooks	Until superseded
Employee Request for Leave Forms	5 years provided audited
Employee Schedules	Until no longer of administrative value
Encumbrance and Expenditure Journal	5 years provided audited
eRate Records	10 years from last year of funding cycle (ex. FY2015- 2016)
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; faxed ILL items are kept for one year
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	Until no longer of administrative value
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
Memos	Until no longer of administrative value
Monitor Logs (as of 4/2012)	1 year
Notes	Until superseded or no longer of administrative value
Postal Records (registered/certified/ Insured logs or receipts/postal meter documents)	2 years
Press Releases - Library	4 years
Prevailing Wage Records	15 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
Records Commission/Records Disposal Documents	10 years
Software	Destroy when obsolete
Statistical Reports (monthly)	Until incorporated into annual report
Strategic Plan	Until superseded
Survey Reports	4 years
Time Sheets	5 years provided audited
Transient	Documents including telephone messages, post-it-notes, 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.
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

“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.

Regulation 3

- Email boxes and network logins for non-manager library employees will be disabled upon notification from HR or Administration of an employee’s departure.
- The network login will be disabled by the IT Department.
- Thirty days after the departure of the employee, the assigned network login and email box will be purged from the system unless requested otherwise.

- Manager network logins and mailboxes will be removed at the discretion of both the new manager and HR/Administration and handled on a case-by-case basis.
 - Board Approval 05/12/05
Board Revisions 05/08/08
Updated 04/26/10
Updated 09/2011
Updated 04/2012
Board Revision 06/13/2013
Updated 12/2017
Updated 03/2018
Updated 1/2019