

# PICKERINGTON PUBLIC LIBRARY

## RECORDS RETENTION POLICY

### Board Policy

**Date Approved: 3/19/2018**

**Effective Date: 3/19/2018**

**Replacing Policy Effective: 3/12/2012**

The Pickerington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. It is the Policy of the Library to comply with all applicable laws for the proper retention of public records.

Although the Ohio Revised Code does not set guidelines for public libraries, the Pickerington Public Library Records Commission sets and approves the record retention schedule. The Pickerington Public Library Records Commission is comprised of all Board Members, the Fiscal Officer and the Library Director. The Commission will meet at least once every twelve months to review schedules of records retention and disposition.

### Administrative Procedures

**Date Approved: 3/16/2020**

**Effective Date: 3/16/2020**

Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list show the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

| SCHEDULE NUMBER       | RECORD TITLE/DESCRIPTION                    | RETENTION PERIOD                    |
|-----------------------|---|-------------------------------------|
| <b>ADMINISTRATION</b> |   |                                     |
| A-01                  | Accident/Incident Report                    | 6 years providing no pending action |
| A-02                  | Administrative Policy/Procedure File        | 1 year after superseded             |
| A-03                  | ADA grievance files                         | 6 years                             |
| A-04                  | Annual Reports to the Community             | 4 years                             |
| A-05                  | Annual Reports to the State Library of Ohio | Permanent                           |
| A-06                  | Board Agendas                               | 1 year                              |
| A-07                  | Building Fire Inspections                   | 7 years                             |

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| A-08 | Building Project Records – Unsuccessful                                     | 3 years   |
| A-09 | Building Project Records – Successful                                       | Retain as long as PPL owns or leases the property   |
| A-10 | Building Specifications and Plans   | Retain as long as PPL owns or leases the property   |
| A-11 | CCTV Surveillance Videos  | 20 days (unless as part of a criminal investigation, court proceeding, or security incident report) |
| A-12 | Circulation Records   | Retained until Item is returned   |
| A-13 | Committee Reports   | 1 year  |
| A-14 | Computer Booking Logs   | Daily   |
| A-15 | Consultant Report   | 4 years   |
| A-16 | Correspondence – Informative – does not attempt to influence library policy | 2 years   |
| A-17 | Customer Information  | Permanent or 3 years after inactive   |
| A-18 | E-Mail  | Retain according to content   |
| A-19 | Formal Legal Opinions   | Permanent   |
| A-20 | General Correspondence  | 2 years   |
| A-21 | Historical Information  | Permanent   |
| A-22 | Library Board of Trustees’ Minutes  | Permanent   |
| A-23 | Library Card Application - Adult  | 1 year  |
| A-24 | Library Card Application - Juvenile   | Until Juvenile reaches 18   |
| A-25 | Library Material Request for Review Form                                    | 2 Years   |
| A-26 | Library News Releases   | 4 Years   |

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| A-27 | Library Publications  | 2 Years   |
| A-28 | Litigation Records  | 5 years after case closed and appeals exhausted               |
| A-29 | Meeting Room Applications   | 1 year  |
| A-30 | Monthly Statistical Reports   | Until incorporated into year end report                       |
| A-31 | Open Meeting Notifications  | 3 years   |
| A-32 | Operating Procedures/Guidelines   | Retained until Superseded                                     |
| A-33 | Overdue Circulation Records   | 6 years   |
| A-34 | Postal Records (e.g. registered /certified/ insured or receipts/postal meter documents)   | 2 years   |
| A-35 | Proctoring Records  | 1 year  |
| A-36 | Public Programming documentation  | 4 years   |
| A-37 | Record Requests and responses   | 2 years   |
| A-38 | Recordings of Board Meetings (Audio)  | Until written minutes approved                                |
| A-39 | Records Commission/ Records Disposal Documents  | 10 years  |
| A-40 | Software  | Retain until software is no longer in use                     |
| A-41 | Survey Results  | Permanent   |
| A-42 | Survey Results – Individual Customer surveys  | Until incorporated into survey results                        |
| A-43 | Technology Plans  | Until superseded  |
| A-44 | Training Manuals  | Until superseded  |
| A-45 | Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records) | Discretionary; retain until no longer of administrative value |

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| A-46    | Vehicle Title  | Retain as long as PPL owns the vehicle                                 |
| A-47    | Volunteer Applications/Agreements - Applicant              | 1 year if never completed application process                          |
| A-48    | Volunteer Applications/Agreements/Background checks        | Retain as long as they are an active volunteer, 6 years after inactive |
| A-49    | Volunteer Profiles   | 1 year after inactivity  |
| FINANCE |  |  |
| F-01    | Accounting Records not specified                           | 5 years provided audited   |
| F-02    | Accounts Payable Ledger                                    | 5 years provided audited   |
| F-03    | Amended Official Certificates                              | 5 years provided audited   |
| F-04    | Annual Budget Resolutions                                  | 5 years provided audited   |
| F-05    | Annual Certificate of Estimated Resources                  | 5 years provided audited   |
| F-06    | Annual Financial Reports to the Auditor of State           | Permanent  |
| F-07    | Appropriation Ledger                                       | 5 years provided audited   |
| F-08    | Audit of Library's Financial Records                       | Permanent  |
| F-09    | Bank Deposit Receipts                                      | Until audited  |
| F-10    | Bank Statements  | 4 years provided audited   |
| F-11    | Bids – Successful  | 15 years after completion of project                                   |
| F-12    | Bids – Unsuccessful  | 4 years after Letting of Contract provided audited                     |
| F-13    | Budgets – Annual (filed with the County Budget Commission) | 10 years   |
| F-14    | Canceled Checks  | 4 years provided audited   |
| F-15    | Cash Journals  | 4 years provided audited   |

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| F-16 | Cash Register Tapes  | Until audited   |
| F-17 | Certificates of Total Amount from Sources Available for Expenditures | 4 years provided audited  |
| F-18 | Check Registers  | 4 years provided audited  |
| F-19 | Construction Contracts   | Retain as long as PPL owns or leases the building/property  |
| F-20 | Contracts  | 6 years after expiration  |
| F-21 | Depository Agreements  | 4 years provided audited  |
| F-22 | Donor Correspondence   | 2 years (unless gift requires a commitment from PPL that extends beyond 2 years)                              |
| F-23 | Encumbrance and Expenditure Journal                                  | 5 years provided audited  |
| F-24 | Expense Records  | 5 years   |
| F-25 | Financial Year End Backups   | 4 years   |
| F-26 | Gift Donor Forms   | 3 years   |
| F-27 | Grant Files  | 5 years provided all state or federal audits conducted and audit reports released and audit findings resolved |
| F-28 | Insurance Policies/Bonds   | 12 years after expiration provided all claims have been settled   |
| F-29 | Inventories, except library materials                                | Until superseded  |
| F-30 | Investment Records   | 4 years provided audited  |
| F-31 | Leases - Equipment   | 4 years after expiration  |
| F-32 | Leases – Real Estate   | 5 years after expiration, provided audited  |

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| F-33           | Levy Campaigns and Work Papers   | Life of Levy plus 5 years  |
| F-34           | Levy Official Files  | Life of Levy plus 5 years  |
| F-35           | Monthly financial reports, including investment report to the Library's Board of Trustees        | 3 years (provided that the audit report was released)              |
| F-36           | Prevailing Wages Records   | 4 years provided audited   |
| F-37           | Purchase Orders  | 2 years provided audited   |
| F-38           | Purchased Services and Maintenance Contracts   | 7 Years after expiration, unless part of litigation                |
| F-39           | Receipt Books  | Until audited  |
| F-40           | Receipt Journals   | 5 years provided audited   |
| F-41           | Voucher with Invoices  | 5 years provided audited   |
| <b>PAYROLL</b> |  |  |
| P-01           | Annual Employee Absence Summary  | 5 years provided audited   |
| P-02           | Annual Payroll Summaries   | Permanent  |
| P-03           | Applications for Employment, resumes, interview notes and all other related employment documents | Retain with personnel records if applicant employed, others 1 year |
| P-04           | Benefits Enrollment  | 2 years  |
| P-05           | Benefits Summary Plan Documents  | 2 years  |
| P-06           | Court Orders for Payroll Deductions  | Permanent  |
| P-07           | Deduction Authorizations   | Permanent  |
| P-08           | Deferred Compensation Deduction Reports  | 5 years provided audited   |
| P-09           | Employment Handbook  | 2 years provided audited   |
| P-10           | Employment Request for Leave Forms   | Until audited  |
| P-11           | Employee Schedules   | 4 years provided audited   |

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| P-12               | Employee Withholding Requests   | Until replaced or revoked by employee                                  |
| P-13               | Employer Quarterly Federal Tax Return   | Permanent  |
| P-14               | I-9 Immigration Verification Forms (retained separately from personnel files) | The later of 3 years from date of hire or 1 year following termination |
| P-15               | Job Descriptions  | Until Superseded   |
| P-16               | Job Postings/Advertisement of Job Openings, Promotions, Training Programs     | 1 years if no action pending   |
| P-17               | OPERS Records and Reports   | Permanent  |
| P-18               | Payroll Journals  | 4 years provided audited   |
| P-19               | Payroll Tax Records   | Permanent  |
| P-20               | Personnel Records   | Permanent  |
| P-21               | Time Sheets   | 4 years provided audited   |
| P-22               | Unemployment Compensation Claims  | 4 years provided audited   |
| P-23               | W-2 Forms   | Permanent  |
| P-24               | W-4 Forms   | Until superseded   |
| P-25               | Worker's Compensation Claims  | 10 years after date of final payment                                   |
| Technical Services |   |  |
| T-01               | Material Inventories  | Maintained online; until superseded                                    |
| T-02               | Collection Guidelines   | Retain until superseded  |
| T-03               | Collection Management – Ordering (Selections)                                 | Keep until no longer administratively necessary                        |
| T-04               | Collection Management - Acquisitions  | 2 years  |

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| T-05 | Collections – Holdings (Items in Library Catalog) | As long as viable item exists in the library collection |
| T-06 | ILL Records                                       | 30 days, unless financial obligation                    |

**Replacing Schedule Approved: 3/19/2018**

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

For all above records, if a paper record has been scanned into electronic format, then the paper copy of the record can be destroyed after the audit.

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