



Records Retention Policy

The *Records Retention and Disposition Schedule MI-1* published by the University of the State of New York and the State Education Department indicates the minimum length of time that local government entities must retain records before they may be disposed of legally. The Board adopted this schedule on Feb 14, 1989. The current schedule is on file in the office of the Library Director. The following sections are most pertinent to the library: Library/Library System, Fiscal and Personnel/Civil Service.

The Library Director shall serve as the Records Management Officer for the Library in order to ensure compliance with the aforementioned *Records Retention and Disposition Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to ensure compliance with the *Freedom of Information Law*.

The following list shows the retention period of specific records:

Permanent:

- Annual Financial Report to the State
- Annual Reports of Library Statistics
- Audits
- Bequests/Trusts/Endowments
- Board of Trustee Minutes, By-Laws
- Bonds
- Budgets
- Building Specifications, Plans, and Permits
- Capital Construction Documentation
- Certificate of Occupancy
- Checks (for important payments and purchases)
- Civil Service exam records, appointment records, annual payroll certification
- Contracts, mortgages, notes, and leases (still in effect)
- Correspondence (legal and important matters)
- Deeds, mortgages, and bills of sale
- Director's files of significance or importance
- Election Results
- Fire Safety inspections
- Grants
- Incorporation, chartering, and registration records
- Insurance records, accident reports, claims, policies, etc
- Library history files
- Long Range Plans
- Oath of Office for Board
- Payroll records

- Personnel file (master summary record, dates of employment, title, Civil Service status, I-9)
- Retirement and pension records and year end reports
- Tax returns
- W-2 forms
- Year-end financial statements

Non-Permanent

Retention

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| • Accession records | 1 year |
| • Accounts payable ledgers and schedules | 7 years |
| • Bank reconciliations | 6 years |
| • Bank statements | 6 years |
| • Bids – unsuccessful | 6 years |
| • Budget prep | 6 years |
| • Contracts, mortgages, notes and leases (expires) | 7 years |
| • Correspondence (general) | 2 years |
| • Correspondence (vendor and customer) | 2 years |
| • Credit Card Records | 6 years |
| • Daily Cash Records | 6 years |
| • Deposit registers checking & savings | 6 years |
| • Deposit slips | 6 years |
| • Directory of public library system and member libraries | Current |
| • Election Ballots | 1 year |
| • Employee injury record & W.C. Claims | 18 years |
| • Employment applications & paperwork Receipt Ack. | termination |
| • General Ledger | 7 years |
| • Individual title purchase requisition | 1 year |
| • Insurance policies (expired) | 3 years |
| • Internal audit reports | 3 years |
| • Inventories of products, materials, and supplies | 6 years after replacement |
| • Invoices | 6 years |
| • Library material censorship and complaint records | 6 years |
| • Maintenance of equipment | 6 years |
| • Personnel files - complete | 7 years |
| • Records documenting material selection | 0 after no longer needed |
| • Toxic substance exposure report | 30 years |
| • Unemployment insurance records | 6 years |