

RECORDS RETENTION POLICY

Wright Memorial Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of Wright Memorial Public Library adopts the following policy for records retention:

A library records commission shall be created and consist of the members and the clerk of the board of library trustees. The president of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule.

Records shall fall into two categories: Permanent and Non-Permanent. **Records may be retained on 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
Annual Report of Library Statistics
Audit Reports from Auditor of State
Board of Trustees Minutes
Building Specifications and Plans
Payroll Records
Payroll Tax Records
Ohio Public Employees Retirement System Reports
W-2 Forms
Wright Memorial Public Library History Files

Non-Permanent

Retention Period

Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years, provided audited
Applications for Employment	Retain with personnel record if applicant employed; others, 1 yr from application date
Appropriation Ledgers	5 years provided audited
Automated System Backups	1 month (No RC-3)
Back-up or Archived Data Tapes	Until superseded (No RC-3)
Bank Deposit Receipts	Until audited
Bank Statements	4 years provided audited
Bids — Successful	15 years after completion of project
Bids — Unsuccessful	4 years After Letting of Contract provided audited
Board Agenda Packets & Audio Recordings	3 years
Budgets — Annual	10 years
Canceled Checks	4 years provided audited

Non-Permanent**Retention Period**

Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount From Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Contracts and Leases	Twelve years after expiration
Deduction Authorizations	Until superseded or employment terminated
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
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	3 years
Gift Donor Forms - Gifts for the Library	2 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
Interlibrary Loan Records	30 days, unless financial obligations
Injury/Incident Reports	5 years provided no pending action
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, Equipment & Furniture	Until superseded
Investment Reports	4 years provided audited
Job descriptions	Until superseded
Job postings/advertisements of job openings or promotions	One year if no action pending
Library Materials Inventory	Maintained online; until superseded
Levy Official Files - Info Created by Library	Life of Levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history (No RC-3)
Patron Record of Materials Borrowed	Until materials are returned (No RC-3)
Patron Record of Internet Log-on	Until end of business day (No RC-3)
Personnel Files	6 years after termination of employment
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
Public Records Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete (No RC-3)
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. E-mail pertaining to topics covered by this schedule will be printed or retained electronically as required. (No RC-3)
Unemployment Compensation Claims	4 years provided audited

Non-Permanent

Voucher with Invoices
W-4 Forms
Workers' Compensation Claims

Retention Period

5 years provided audited
Until superseded
10 years after date of final payment

Notes:

- 1.) The expressions "until audited" and "provided audited" both mean that the Auditor of State of Ohio, or other contracted independent auditors, have completed an audit of the fiscal years encompassed, and that the audit report has been released.
- 2.) When the Wright Memorial Public Library Records Commission has approved a Library application for one-time disposal of obsolete records or a schedule of records retention and disposition, the commission must send that application or schedule to the Ohio Historical Society (OHS) for review.
- 3.) OHS will review the application within sixty calendar days after receipt. Upon completion of its review OHS will forward the application for one-time disposal of obsolete records or the schedule of records retention and disposition to the Auditor of State of Ohio for the Auditor's approval or disapproval.
- 4.) The Auditor of State of Ohio must approve or deny the application or schedule within sixty calendar days after receipt.
- 5.) Records considered transitory in nature with durations listed such as, "Until no longer of administrative value", "Until materials returned", "Until end of business day", etc., may be marked "No RC-3" on the Ohio Historical Society approved Record Retention schedule and disposed without certification notice sent to the OHS.
- 6.) Before eligible public records are to be disposed, the Wright Memorial Public Library Records Commission must inform the Ohio Historical Society of the disposal through the submission of a certificate of records disposal and must give OHS the opportunity for a period of fifteen business days to select for its custody those public records that it considers to be of continuing historical value.
- 7.) "General correspondence" includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence library policy.
- 8.) E-mail records will be printed or stored in an electronic recordkeeping system and archived. The system must:
 - a) logically relate or group records in accordance with your office's file plan;
 - b) ensure the records are accessible to authorized persons throughout their life;
 - c) support retention of the records for as long as required;
 - d) facilitate destruction of records on schedule;
 - e) enable transfer of those records with permanent retention value to the State Archives
 - f) Back-up tapes or disks, which are created to facilitate restoration of a system or file in case of accidental or unintentional loss, are generally ill-suited for recordkeeping purposes.