

Permanent

Annual Financial Report to the Auditor of State-E
Annual Report to the State Library-E
Audit Reports from Auditor of State-P/E
Applications for PERS Refund or Wavier-E
Board Adopted Policies-P/E
Board of Trustees Meeting Minutes-P/E
Building Blueprints-P/E
Building Projects Records-Successful-E
Collective Bargaining Agreements-P/E
Collective Bargaining Negotiations Notes-P/E
Committee Meeting Minutes-P/E
Deeds-P
Easements-P
Facilities Historical Records-P
Grievance Files-P/E
Legal Opinions-P/E
Leases (of branch libraries)-P
Library Publications, Retain 2 copies of each-P
Library Statistics- Annual Report-P/E
Operating Procedures-P/E
Personnel Policies-E
Records Commission Files-P/E
Records Retention Documents-P/E
Technology Plans-E
Trust Agreements-P
Union Information, Reports-P/E
Union Contracts-P/E
Vehicle Mileage/use Records-P

Non-Permanent-Record Series Title

Accident/Illness Reports -E
Accounting Records, not specified-E
Accounts Payable Ledger-E
Accounts Receivable Ledger & Documents-E
Amended Official Certificates-E

Retention

6 years provided no action
5 years provided audited
5 years provided audited
5 years provided audited
5 years provided audited

Non-Permanent-Record Series Title

Annual Budget Resolutions-E

Annual Certificate of Estimated Resources-E
Annual Employee Leave Use/Balance Report-E
Applications for Employment-E

Appropriation Ledgers-E
Bad Check or Bad Debt Records-E

Bank Deposit Receipts-P
Bank Statements-E
Bids – Successful-P/E

Bids – Unsuccessful-P/E

Board Committee Papers-P/E

Board Packets-E
Boiler Inspection/Certification-P

Bonds -P
Book Inventories-E

Budgets Filed with County Budget Commission-E
Budgets – Annual-E
Budget & Fiscal Worksheets-E
Building Projects Records-Unsuccessful-P
Building Specifications-P
Bulletins, Posters and Notices to Employees-P/E

Canceled Checks-P
Cash Books & Cash Journals-E
Certificates of Total Amount From
Sources Available for Expenditures-E
Check Registers-E
Check Vouchers & Invoices-P/E
Collection Agency Reports-E

Retention

Incorporated into Minutes; Retain
copies 5 years
5 years, provided audited
5 years
Retain with Personnel Record if
Applicant Employed;
Others 1 year
5 years provided audited
2 years after payment or
settlement
5 years provided audited
5 years provided audited
15 years after completion of
project
4 years after end date of contract,
provided audited
6 years provided audited and no
historical value
6 years provided audited
Until superseded, located on/near
boiler
20 years
Maintained online until super-
ceded
10 years, provided audited
25 years
4 years provided audited
3 years
Life of structure
Until no longer administrative
value
5 years provided audited
5 years provided audited

4 years provided audited
5 years provided audited
5 years provided audited
2 years provided audited

Non-Permanent-Record Series Title**Retention**

Circulation Records-E	Maintained online until material returned
Computer Booking Logs-E	Daily
Consultant Reports-E	Until no longer administrative value
Construction Contracts-P/E	15 years after the project is completed
Contracts and Agreements-P/E	15 years after expiration or termination
Correspondence-General-P/E	Until no longer of administrative value; 2 years
Correspondence – Routine-P/E	Until no longer administrative value, 1 year
Correspondence – Executive-P/E	5 years provided no administrative value
Correspondence-Transitory Messages-P/E	Until no longer administrative value
Court Orders for Payroll Deductions-P/E	2 years after termination of employee or order rescinded
Depository Agreements-P/E	7 years after the contract expired, provided audited
Direct Deposit Forms-P/E	Retain as long as employee actively employed
Documentation of Leave-E	5 years, provided audited
Elevator Inspection Reports-P	Until superseded
Employee Performance Evaluations-E	60 years, retain in personnel file
Employee Resignation Letter-P/E	60 years, provided in personnel file
Employee Withholding Requests-P/E	Until replaced or revoked by employee
Employment Reports (OBES Reports)-P/E	75 years
Employer Quarterly Federal Tax Return-E	5 years, provided audited
Encumbrance and Expenditure Journal-E	5 years, provided audited
Equipment Manuals -P/E	Life of equipment
Expense Records-P/E	5 years, provided audited
Facilities Operations Records-E	Until superseded
Federal Revenue Sharing Records-E	Obsolete. Destroy if no longer of any administrative value
Fixed Asset Inventories-E	4 years, provided superseded and audited
Former Trustees Appointments & Resignations-P/E	60 years

Non-Permanent-Record Series Title

Garnishment Orders-P/E

Gasoline Receipts-P/E

Gift Donor Forms-P

Grant Files/Records-P/E

I-9 Forms-P/E

Incident/Accident Reports-Non-Employee-E

Inter Library Loans-E

Insurance Policies-P/E

Inventories-Property-E

Investments-P/E

Lawsuits-P

Legal Notices-Published-E

Leases - Equipment-P/E

Lease - Real Estate-P/E

Levy Official Files-P

Levy Campaigns & Work Papers-P

Library Card Applications-E

Library News Releases-E

Library Statistics - Monthly Reports-E

Litigation Records-P/E

Lost Book/Fine Records-E

Maintenance Needs Studies-E

Management & Branch Library Meeting Minutes-P/E

Manuals – Equipment-P/E

Meeting Room Applications-P/E

Monthly Financial Reports-E

Monthly Statistical Reports -E

Retention

5 years after termination of employment or order rescinded

2 years, provided audited

3 years, provided audited

10 years provided audited

Retain for 5 years after termination of employee

5 years

2 years after material is returned unless there are financial obligations

4 years after expiration provided all claims settled

5 years after expiration, provided audited

5 years, provided audited

5 years after decision

2 years, provided audited

5 years after expiration

5 years after expiration, provided audited

Life of levy plus 5 years

5 years, provided audited

Until no longer administrative value

4 Years

2 years

5 years after case is closed and appeals exhausted

Once paid remove from history

5 fiscal years

Until no longer administrative value

Once removed from inventory

Until no longer administrative value

5 years, provided audited

Until incorporated into year-end report

Non-Permanent-Record Series Title**Retention**

OPERS Reports-P/E	75 years
Organizational Charts-E	Until superseded
Overdue Circulation Records-E	3 years
Patron Information-E	Permanent or three years after inactive
Payroll Journal/Ledgers-E	5 years, provided audited
Payroll Records-P/E	75 years
Payroll Reports-P/E	5 years, provided audited
Payroll Tax Records-P/E	75 years
Permits & Licenses-P/E	1 year after expiration, provided audited
Personnel Records-P/E	75 years
Petty Cash Receipts-P	4 years provided audited
Policies & Procedures-P/E	2 years after revised, superseded, until action taken or proposal rejected
Position Descriptions-E	Until superseded or position abolished
Postal Records-P	2 years
Prevailing Wages Records-P	4 years, provided audited
Project Lite Files-E	2 years after inactive
Public Records Requests-P/E	3 years, provided audited
Purchase Orders-E	4 years, provided audited
Quotations for Goods/Services-P/E	4 years, provided audited
Real Property Acquisition Records-P	5 years after asset is sold
Receipt Books-P	4 years, provided audited
Records of Committees Served On-E	2 years, provided included in Board minutes
Requisitions-E	4 years, provided audited
Security Reports-E	3 years
Software-E	Destroy when obsolete
State Income Tax Report-P/E	25 years
Structure Inspection Records-Regarding Fire Codes-E	Life of structure
Surveying Reports-P	4 years
Tax Settlements-Appropriation of Taxes-City. Auditor-E	5 fiscal years
Tax Withholding Reports-E	6 years, provided audited

Telephone Messages on Voice Mail-E	Until no longer administrative value
Training Manuals-P/E	Until no longer administrative value

Non-Permanent-Record Series Title

Retention

Time Sheets-P/E	60 years
Trustee Meeting Agendas-E	2 years
Unemployment Compensation Claims-P/E	4 years provided audited and case closed
Vehicle Maintenance Records-E	Until vehicle is no longer in service/sold
Video (Security) Recordings-E	7 days on server located in IT Department
W-2 Forms-P/E	4 fiscal years, provided audited
W-4 Forms-P/E	Superseded or employee terminate
Workers' Compensation Claims	10 years after date of final payment

Computer back up tapes of any of the above listed records shall follow the same retention period as the paper records or as technology permits

KEY:

P=Paper

E=Electronic

P/E= Paper and/or Electronic