

Porter Public Library Records Retention Schedule - December 2019

Dept	#	Record Title	Description	Retention Period	Media Type	For use by	RC-3
						AOS or LGRP	Required by LGRP
ADM	1	Accident/Incident Reports	Report of any accident or incident on library property	5 years	Paper and /or Electronic		<input type="checkbox"/>
ADM	2	Annual Report to State Library	Statistical report submitted annually to the State Library which provides data about the library system	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM	3	Banned Patrons		50 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	4	Board Adopted Policies	Library policies that have been formally adopted by the Board of Trustees and includes all administrative, public service, and personnel policies as well as signed employee acknowledgements	Permanent until superseded	Paper and/or Electronic		<input type="checkbox"/>
ADM	5	Board of Trustees Appointment Records	These documents relate to individuals who are appointed Trustees to the Library Board. Includes acknowledgements of receipt of Ohio Ethics Law.	25 years from date of each appointed term	Paper and/or Electronic		<input type="checkbox"/>
ADM	6	Board of Trustees Candidates	Documents related to individuals who are interviewed but not appointed a Trustee to the Library Board.	1 year after the Trustee position for which the individual applied is approved by the School Board	Paper and/or Electronic		<input type="checkbox"/>
ADM	7	Board of Trustees Directory	Annual directory of current year Trustees which documents elected officers, committee appointments, and contact information for all Trustees and the Library Director. Record also includes any logs/lists kept of current and past Trustees.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	8	Board Packets and Minutes	Includes agenda, prior month's minutes, Administrative reports, including the Director's report and monthly financials reports, and any other reports, informational handouts, or materials provided to the Board in Board Packets or distributed at the Board meeting. Includes other meeting minutes such as Committee meetings and Special Board meetings.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM	9	Building Blueprints and Specifications	Records show floor plans of building as well as construction specifications documenting building projects.	Life of Structure	Paper and/or Electronic		<input type="checkbox"/>
ADM	10	Building/Construction Project Records	Records document construction and improvements to buildings (biddable capital projects) and may contain bid packets, contracts, proposals, and other related records.	10 years after completion of project	Paper and/or Electronic		<input type="checkbox"/>
ADM	11	Consultant Reports	Reports submitted by consultants engaged by the Library	4 years	Paper and Electronic		<input type="checkbox"/>
ADM	12	Contracts – Other than construction	These records document an agreement between the Library and a third party such as vendors or others.	4 years after expiration or termination	Paper and Electronic		<input type="checkbox"/>
ADM	13	Grant Records	These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant-related paperwork.	4 years after end of grant, provided audited	Paper and/or Electronic		<input type="checkbox"/>
ADM	14	Historical Library Documents	These records document the history of the library system and may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent	Paper		<input type="checkbox"/>
ADM	15	Legal Opinions	Legal documents stating the reasons for a judicial opinion as requested by the Library	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM	16	Levy Files	Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies, as well as any campaign and work papers	Life of levy plus 4 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	17	Litigation Records	Court and legal documentation	5 years after case is closed and appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
ADM	18	Public Records Requests	Requests for information or public records maintained by the Library and copies of records given in response	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	19	Real Property Acquisition Records	Records that document purchase of land and buildings and may include purchase agreements, deeds, easements, property tax exemptions, etc.	5 years after asset is sold/transferred/destroyed	Paper and/or Electronic		<input type="checkbox"/>
ADM	20	Statistical Reports (monthly)	These records document statistical information including reference services provided by the libraries, circulation statistics, and patron use of the library	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	21	Strategic Plans and related records	These records document the Library's goals and planning processes.	10 years	Paper and/or Electronic		<input type="checkbox"/>
ADM	22	Surveys	Information collected from patrons and/or staff on a variety of areas, such as quality of services, types of services, quality of collection, areas for improvement	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ADM	23	Video Monitoring	Security camera footage	Minimum of 14 days, or until image capacity of the system is reached	Electronic		<input type="checkbox"/>

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BS	1	Building Inspections, Reports, Tests, Certificates and related documents	Records of inspection reports submitted by vendors, equipment inspection reports and certificates, etc. Includes fire suppression system tests and HVAC systems inspections.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	2	Building Permits		Maintain with building/ construction project records, if applicable; otherwise, until project completed	Paper and/or Electronic		<input type="checkbox"/>
BS	3	Vehicle Records	These records document purchase, maintenance, and registration of library vehicles.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
BS	4	Vendor Certificates of Insurance	Copies of contractors' proof of Workers Compensation Insurance and liability insurance, as requested when contractor performing certain work on library property.	Until superseded or expired; work completed; or vendor relationship terminated	Paper and/or Electronic		<input type="checkbox"/>
CIRC	1	Library Card Applications		1 year	Paper and/or Electronic		<input type="checkbox"/>
CIRC	2	Passport Acceptance related records	These records document the processing of passport applications.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
CIRC	3	Patron Circulation related records	These records document items checked out, items requested by patrons, lost materials, fines incurred and paid, and patron registration information.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
CIRC	4	Patron Collection and Bankruptcy Records	Records of patron accounts sent for collection and patron bankruptcy notices and records. Includes collection agency records consisting of copies of agency invoices, reports and checks issued for payment to agency, as well as library placement listings.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	1	1099, 1096 Forms and related documents	1099 forms report various types of income other than wages, salaries, and tips paid to independent contractors/non-employees. Records also include 1096 (transmittal) form and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	2	Accounting Records not specified	Accounting records/reports not listed separately on this schedule	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	3	Accounts Payable Ledger/Reports	Reporting generated that documents the accounts payable process including vouchers, cash disbursements report, check registers, annual 1099 processing reports, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	4	Accounts Receivable related documents	Records that document receivables owed the library.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	5	Annual Financial Report to Auditor of State	Report which provides the Library's annual financial information	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	6	Appropriation Ledgers	Any reports generated by accounting system or internally-drafted worksheets that show budgeted appropriations, including appropriation adjustments and transfers that may occur throughout the year	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	7	Audit Reports (Financial)	Reports that document the Library's financial condition and provides an auditor's opinion on the fair presentation of the financial statements	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	8	Bank Deposit Receipts, Cash Receipts and related documents	Cash receipts include Public Library Fund receipts, property tax income, interest income, donations, and other miscellaneous revenue. Related documents may include daily cash settlement reports or register tapes, copies of checks or ACH deposit postings, credit card receipts, etc. Bank deposit receipts show proof of deposit at a financial institution.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	9	Bank Statements, Imaged Checks and Deposit Tickets, Reconciliations and related documents	Statements, imaged checks and deposit tickets, are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts. Reconciliations and related document include those documents used in reconciling bank accounts and closing the month in the finance system.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	10	Bids – Successful	Formal bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.	10 years after contract expiration	Paper		<input type="checkbox"/>
FIN	11	Bids – Unsuccessful	Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.	4 years after letting of contract	Paper		<input type="checkbox"/>

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						AOS or LGRP	Required by LGRP
FIN	12	Budget Resolutions	Documents adoption of annual budget (summary of estimated beginning balances, forecasted revenues, budgeted expenditures, and estimated year-end balances) and annual appropriations by Library Board of Trustees, both temporary (if applicable) and permanent. Includes Annual Appropriations Resolution filed with County Auditor and any amendments.	Incorporated into Minutes; Retain copies 4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	13	Budgets – Annual	Includes budgets filed with County Budget Commission, Certificate of Estimated Resources prepared by budget commission (original and amended), Certificate that Total Appropriations Do Not Exceed Estimated Resources (prepared by County Auditor), and all budget work files and supporting documents.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	14	Check Registers (monthly and annual)	Record generated by accounting system	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	15	Depository Agreements & Related Collateral	These records document an agreement with a financial institution to serve as a depository for public funds.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	16	Donation Records (cash/non-cash)	These records document donations, including bequests, of money or property and may include donor contact information, donation acknowledgement letter and/or thank-you card, date and amount of donation, purpose of donation if specified, and internal donation worksheets/controls by fund.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	17	Encumbrance Journals/Reports	Any records generated by accounting system or internally-drafted worksheets that document encumbrances, including any month-end and year-end closing reports	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	18	Expenditure Journals/ Reports/ Records	Any records generated by accounting system or internally-drafted worksheets that document expenditures, including any month-end and year-end closing reports.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	19	Financial Reports (monthly and annual)	Includes reports generated for Board review and approval at monthly meetings, as well as any worksheets produced for analysis, forecasting, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	20	Insurance Policies	These records document insurance policies that the Library has purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, blanket crime coverage on library employees, and directors' and officers' liability.	4 years after expiration, provided all claims settled	Paper and/or Electronic		<input type="checkbox"/>
FIN	21	Inventories (Property)	Records provide information about inventoried/tagged furniture and equipment such as property description, purchase price, date of purchase, etc., as well as supporting documentation for acquisitions, changes, and disposals.	Until superseded- keep supporting and related records until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
FIN	22	Investment Records and Reports	Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	23	Leases (Equipment and Property)	These records document any leases of equipment or property.	4 years after expiration, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	24	OPERS Independent Contractor Acknowledgment (Form PEDACKN) and reporting	Required by OPERS for all independent contractors or other individuals not paid as a public employee. Also includes annual employer-required reporting records.	50 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	25	OPERS Records	These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employees Retirement System.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	26	Payroll Journals and Reports (per pay period, monthly, quarterly, and yearly)	Records generated by payroll system that document number of hours worked, gross pay and withholdings for each employee by pay period, and leave time earned and used. Include monthly, quarterly and yearly reports of withholdings; fringe benefits; leave accruals, usage and balances, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	27	Payroll Tax Records	Records documenting that payroll tax withholdings have been reported and remitted to the appropriate taxing authority. These records include quarterly IRS Federal 941 form and supporting federal tax deposit records; state, school district and city income tax reporting, annual reconciliations, and payment confirmations; and workers' compensation payroll reporting, billing, and payment confirmations. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>

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FIN	28	Payroll Withholding Records – Court Ordered Deductions and Garnishments	Documents court ordered employee deductions withheld and paid per pay period or as required. Records may include reports of amounts withheld and copies of deduction checks or ACH debit confirmations.	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	29	Payroll Withholding Records – Other	Documents miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as insurance companies for group or voluntary insurance plans and Ohio Deferred Compensation voluntary retirement savings accounts. Documents may include reports of amounts withheld, invoices, and copies of deduction checks or ACH debit confirmations.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	30	Prevailing Wage Records	Includes payroll records filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance, any internal tracking documents, correspondence with contractors, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	31	Purchase Orders, Requisitions, and supporting and related documents	These records document that a purchase or service is authorized and funds are available for the purchase or service.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	32	Records Commission/Records Retention Documents	Record retention documents including forms RC-1, RC-2, and RC-3 approved by the Library Records Commission and filed with the Auditor of State and/or Ohio History Connection	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FIN	33	State Sales Tax Payment related records	Includes monthly sales and sales tax collection reports; reports and any internal worksheets used for balancing monthly sales and tax; and reports and confirmations showing payment and expensing of sales tax paid to State of Ohio.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	34	Survey Reports	Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation, employment and payroll, and budgetary information. Includes surveys requested by U.S. Census Bureau, U.S. Dept. of Labor, Ohio Dept. of Job & Family Services, Ohio Civil Rights Commission, U.S. EEOC, etc.	4 years	Paper and/or Electronic		<input type="checkbox"/>
FIN	35	Timecards	These records document employee work and leave time	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	36	Vendor/Contractor/Programmer related documents	Includes IRS Form W-9, Program agreement, etc.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	37	Vouchers/Paid Invoices and supporting and related documents	Voucher packets include invoices, statements, or other voucher-type form or request, as well as check stub or other confirmation of payment such as online ACH payment confirmation, and all supporting documentation. These records document payments for exchange of goods or services between the Library and vendors, as well as reimbursements to employees or other refund/reimbursement transaction, and provide support for the payments. Includes records kept to document purchases/payments of goods or services via State of Ohio cooperative purchasing program.	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FIN	38	W-2, W-3 Forms and related documents	These records document employees' annual taxable wages and applicable withholdings for the purpose of reporting for income taxes. Records also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration; any state and city filing transmittal forms; and any filing confirmations, etc.	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
GEN	1	Correspondence (Substantive)	Includes telephone, e-mail, written note, and typed memo or correspondence which establishes or influences library policy	1 year; file with related records if content requires longer retention	Paper and/or Electronic		<input type="checkbox"/>
GEN	2	Correspondence (Transient)	Includes telephone, e-mail, written note, and typed memo or correspondence which does not establish or influence library policy	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	3	Department Files	Records kept by staff and/or supervisors for department related purposes which are not otherwise covered by this schedule	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	4	Forms (Blank)	These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN	5	Meeting Records (Internal) and Documents	Records of meetings consisting primarily of library staff. Meetings may be regularly scheduled meetings or ad hoc committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>

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						AOS or LGRP	Required by LGRP
HR	1	Background Checks: Not Hired	Includes consent form used to obtain background check	6 months	Paper and/or Electronic		<input type="checkbox"/>
HR	2	COBRA Records and Reports	These records include reports of notices sent to eligible employees and other records and reports from the Library's third party administrator.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	3	Employee Grievance Files		4 years after resolution	Paper		<input type="checkbox"/>
HR	4	Employee Health and Welfare - Policies, Plans, Applications and related documents	Records document insurance policies and any other fringe benefits the Library has offered for employee benefits. May include health, dental, vision, life insurance and voluntary benefit policies. Includes internal documents available to employees that outline fringe benefits offered by the Library, as well as requests for information from insurance carriers such as census information, secondary payer coordination with Medicare, etc. Include applications for employee benefits.	6 years after expired, provided audited	Paper and/or Electronic		<input type="checkbox"/>
HR	5	Employee Medical Records	These records include extended medical leave requests, doctor's release to work certificates and other documents related to employee medical issues.	Place in controlled access file; 7 years after termination of employment	Paper		<input type="checkbox"/>
HR	6	Employee Personnel Files	Records include hire letters and forms (except for those listed separately on this schedule such as I-9), such as receipt of Ohio Ethics Law acknowledgement statement; background checks and consent forms used to obtain checks; employment application; change in status or compensation documentation; performance evaluations; training certificates; letters of acknowledgement, reference, resignation/retirement; disciplinary records; and other human resource related transactions.	4 years after termination of employment; retain retirement records permanently	Paper and/or Electronic		<input type="checkbox"/>
HR	7	Employee Safety Records	Includes required annual injury reporting to State of Ohio PERRP (Public Employment Risk Reduction Program)	5 years following year to which records pertain	Paper and/or Electronic		<input type="checkbox"/>
HR	8	Employee Withholding, Deduction Authorizations/ Requests including W-4 Federal and IT-4 State withholding forms	These records consist of signed federal and state withholding forms. They may also include forms authorizing direct deposit of pay, deductions for health, dental, vision, supplemental insurance, Deferred Compensation, etc.	Until replaced or revoked by employee or employment terminated	Paper and/or Electronic		<input type="checkbox"/>
HR	9	Employment Applications, Resumes – Unsuccessful	Submitted applications that did not result in employment.	2 years	Paper and/or Electronic		<input type="checkbox"/>
HR	10	I-9 Form	I-9 Federal Employment Eligibility Verification form documents verification by employers of employee identity and their authorization for employment in the U.S. This includes citizens and noncitizens.	Place in separate file; 3 years after hire or 1 year after termination of employment, whichever is later	Paper and/or Electronic		<input type="checkbox"/>
HR	12	Medicare (CMS) Records	Records include information requested and sent to the Centers for Medicare and Medicaid Services and notices provided to employees, including Medicare Part D notices, data match requests, etc.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HR	13	Position Descriptions	Records document the classification, duties, and responsibilities of a particular position	Until superseded or position abolished	Paper and/or Electronic		<input type="checkbox"/>
HR	14	Unemployment Compensation related documents	Records include correspondence with the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	4 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
HR	15	Workers' Compensation related records	Records include documentation of workplace injuries, medical treatment, and compensation paid and correspondence with the Bureau of Workers Compensation and the Library's TPA (third party administrator) and MCO (managed care organization).	10 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
IT	1	Computer Backups and related records	Daily, monthly, yearly tape and/or electronic backups of computer systems and library network, and may include backup reports	Until superseded or no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
IT	2	Software		Destroy when obsolete	Electronic or Disk		<input type="checkbox"/>
PR	1	Library Promotional Materials	Includes monthly, quarterly, and annually published public relations materials distributed by the Library to employees and the public to inform and promote library services and programs. May include newsletters, press releases, brochures, bookmarks, flyers, calendars, etc.; as well as signed releases, completed by an adult or parent/guardian of a minor, for photographs and quotes, taken or collected for the library system.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>

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Dept	#	Record Title	Description	Retention Period	Media Type	For use by AOS or LGRP	RC-3 Required by LGRP
PS	1	Meeting Room Use-Related Records	All records related to public requests to use meeting rooms, including registration information and meeting room schedules.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	2	Patron Program related records	Includes forms used by patrons or library employees to register for library programs or to award prizes for contests. Forms may include name and contact information. This record also includes movie licensing certificates authorizing library to show movies to patrons.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	3	Patron Requests	These records document research or requests from patrons. Requests may include items from other libraries, documents, genealogical information and requests for items to be added to the library.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
PS	4	Request for Reconsideration	Request and response to a patron review of library materials	15 years	Paper and/or Electronic		<input type="checkbox"/>
PS	5	Volunteer and Practicum Student Files	Documentation for library volunteers, including background check & authorization form and practicum students	3 years after completion of volunteering or practicum	Paper and/or Electronic		<input type="checkbox"/>
TECH	1	E-Rate Records	Includes Forms 470, 471, 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and internet access	6 years	Paper and/or Electronic		<input type="checkbox"/>
TECH	2	ILS (Integrated Library System) Reports	Reports generated from the Library's ILS, including interlibrary loan records	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
TECH	3	Library Materials Inventories		Until superseded	Electronic		<input type="checkbox"/>
TECH	4	Patron Notice Records	Record of patron overdue/fine notices created by and stored within the Library's Integrated Library System (ILS)	Until no longer of administrative value	Electronic		<input type="checkbox"/>