

**PICKAWAY COUNTY DISTRICT PUBLIC LIBRARY
RECORDS RETENTION POLICY**

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

A library records commission shall be created and consist of the Board 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.

Permanent

Annual Financial Report to the Auditor of State
Annual Report to the State Library
Audit Reports from Auditor of State
Board of Trustees Minutes
Building Specifications and Plans
Committee Minutes
Historical Files
Library Statistics- Annual Report
Ohio Public Employees Retirement System Reports
Payroll Records
Payroll Tax Records
Personnel Files
W-2 Forms

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Administrative Policy and Procedure Files	One year after superseded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	Incorporated into Minutes; Retain copies 5 years
Annual Certificate of Estimated Resources	5 years provided audited
Applications for Employment	Retain with personnel record if applicant employed; Others 6 months
Appropriation Ledgers	5 years provided audited
Back-up or Archived Data Tapes	Until superseded
Bank Deposit Receipts	4 years provided audited
Bank Statements & Reconciliations	4 years provided audited
Bids — Successful	15 years after completion of project
Bids — Unsuccessful	4 years After Letting of Contract, provided audited
Board Agendas	3 years
Book Inventories	Maintained online; until superseded
Budgets — Annual	10 years
Canceled Checks	4 years provided audited

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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
Correspondence- General	Until no longer of administrative value
Deduction Authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	7 years provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Encumbrance and Expenditure Journal	5 years provided audited
Gift Donor Forms	3 years provided audited
ILL Records	Once material is returned removed from patron history, unless financial obligations
Injury/Incident Reports	5 years provided no pending action
Insurance Policies/Bonds	5 years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job Descriptions	Until superseded
Lost Books/Fine Records	Once paid removed from patron history
Patron Information	Permanent or five years after inactive
Prevailing Wages Records	4 years provided audited
Purchase Orders	4 years provided audited
Receipt Books	4 years provided audited
Records Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Time Cards	4 years provided audited
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 and retained as required.
Unemployment Compensation Claims	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	4 years provided audited
Workers' Compensation Claims	10 years after date of final payment

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.