

1.4. Records Retention

Policy Effective Date: 8/8/2018



The 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:

- I. A library records commission shall be created and consist of the Board members and the library fiscal officer. The President of the library Board shall serve as chair of the commission. The commission must meet at least once every twelve months.
- II. 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.
- III. 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 Records
Annual Financial Report to Auditor of State
Audit Reports (Financial)
Board Adopted Policies (retention is Permanent until superseded)
Board Committee Minutes
Board Minutes
Historical Library Documents
Legal Opinions
OPERS Records
Payroll Journal/Ledgers (per pay period, monthly, quarterly, and yearly)
Records Commission/Records Retention Documents

Non-Permanent Records	
Record Type	Retention Period
Accident/Incident Reports	Possible injury accidents, 5 years provided no pending action; All other incidents, until no longer of administrative value and provided no pending action
Accounting Records not specified	4 years, provided audited
Accounts Payable Ledger/Reports	4 years, provided audited
Accounts Receivable related documents	4 years, provided audited
Annual Report to State Library	Until submitted to State Library of Ohio
Appropriation Ledgers	4 years, provided audited
Background Checks: Not Hired	6 months
Bank Deposit Receipts, Cash Receipt Books, and related documents	4 years, provided audited
Bank Statements, Imaged Checks and Deposit Tickets, Reconciliations, and related documents	4 years, provided audited
Bids – Successful	10 years after contract expiration
Bids – Unsuccessful	4 years after letting of contract
Board and Committee Meeting Notes, Drafts	Until incorporated into and approved as permanent minutes record
Board Packets	4 years
Board of Trustees Appointment Records	25 years from date of each appointed term
Board of Trustees Directory	Until superseded or no longer of administrative value
Budget Resolutions	Incorporated into Minutes; Retain copies 4 years
Budgets – Annual	4 years, provided audited
Building Blueprints and Specifications	Life of Structure
Building Inspections, Reports, Tests, Certificates and related documents	Until no longer of administrative value
Building Permits	Maintain with building/ construction project records, if applicable; otherwise, until project completed
Building/Construction Project Records	10 years after completion of project
Cash and Receipt Journals	4 years, provided audited
Check Registers (monthly and annual)	4 years, provided audited
COBRA Records and Reports	Retain electee copies 4 years after expiration; Others 4 years, provided audited
Computer Backups and related records	Until superseded or no longer of administrative value
Contracts – Other than construction	4 years after expiration or termination
Correspondence (Substantive)	1 year; file with related records if content requires longer retention
Correspondence (Transient)	Until no longer of administrative value
Department Files	Until no longer of administrative value
Depository Agreements & Related Collateral	4 years after expiration, provided audited
Donation Records (cash/non-cash)	4 years, provided audited
E-Rate Records	6 years

Non-Permanent Records	
Record Type	Retention Period
Employee Grievance Files	4 years after resolution
Employee Health and Welfare - Policies, Plans and related documents	6 years after expired, provided audited
Employee Health and Welfare - Insurance Plan Applications, Transmittals	Until superseded or benefit waived, or no longer of administrative value
Employee Medical Records	Place in controlled access file; 6 years after termination of employment
Employee Personnel Files	6 years after termination of employment; retain retirement records, service records, and leave balances permanently
Employee Safety Records	5 years following year to which records pertain
Employee Withholding, Deduction Authorizations/Requests including W-4 Federal and IT-4 State withholding forms	Until replaced or revoked by employee or employment terminated
Employment Applications, Resumes – Unsuccessful	6 months
Encumbrance Journals/Reports	4 years, provided audited
Expenditure Journals/Reports/Records	4 years, provided audited
Financial Reports (monthly and annual)	4 years, provided audited
Forms (Blank)	Until superseded or no longer of administrative value
Grant Records	4 years after end of grant, provided audited
I-9 Form	Place in separate file; 3 years after hire or 1 year after termination of employment, whichever is later
Insurance Policies	4 years after expiration, provided all claims settled
Inventories (Property)	Until superseded- keep supporting and related records until no longer of administrative value
Investment Records and Reports	4 years, provided audited
Leases (Equipment and Property)	4 years after expiration, provided audited
Levy Files	Life of levy plus 4 years
Library Card Applications	Until entered into Integrated Library System (ILS) system
Library Materials Inventories	Until superseded
Library Promotional Materials	Until no longer of administrative value
Medicare (CMS) Records	6 years
Meeting Records - Internal	Until no longer of administrative value
Meeting Room Use-Related Records	Until no longer of administrative value
OPERS Independent Contractor Acknowledgment (Form PEDACKN) and reporting	5 years
Passport Acceptance related records	Until no longer of administrative value
Patron Circulation related records	Until no longer of administrative value
Patron Collection and Bankruptcy Records	Until no longer of administrative value
Patron Notice Records	Until no longer of administrative value
Patron Program related records	Until no longer of administrative value
Patron Requests	Until no longer of administrative value
Payroll Court Ordered Deductions and Garnishments	2 years after termination of employment or order rescinded
Payroll Tax Records	7 years
Payroll Withholding Records – Court Ordered Deductions and Garnishments	7 years, provided audited
Payroll Withholding Records – Other	4 years, provided audited
Position Descriptions	Until superseded or position abolished
Prevailing Wage Records	4 years, provided audited
Public Records Requests	2 years
Purchase Orders, Requisitions, and supporting and related documents	4 years, provided audited
Real Property Acquisition Records	5 years after asset is sold/transferred/destroyed
Software	Destroy when obsolete
State Sales Tax Payment related records	4 years, provided audited
Statistical Reports (monthly)	Until incorporated into annual report to State Library
Strategic Plans and related records	Until no longer of administrative value
Survey Reports	4 years
Surveys	Until no longer of administrative value
Timekeeping	4 years, provided audited
Unemployment Compensation related documents	4 years after date of final payment
Vehicle Records	Until no longer of administrative value
Vendor Certificates of Insurance	Until superseded or expired; work completed; or vendor relationship terminated
Vendor/Contractor/Programmer Forms/Records and related documents	4 years, provided audited
Video Monitoring	Minimum of 14 days, or until image capacity of the system is reached
Volunteer Files	Until no longer of administrative value
Vouchers/Paid Invoices and supporting and related documents	4 years, provided audited
W-2, W-3 Forms and related documents	6 years, provided audited
Workers' Compensation related records	10 years after date of final payment
1099, 1096 Forms and related documents	6 years, provided audited