

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE** (adopted 12/12/2007)

### **Accounts Receivable and Bank Deposit Receipts**

Retention: 5 years, provided audited

### **Annual Financial Report to the Auditor of the State**

Retention: Permanent

### **Annual Report to State Library**

Retention: Permanent

### **Appropriation Ledger**

Retention: 5 years, provided audited

### **Audit Reports**

Retention: 5 years

### **Bank Statements and Cancelled Checks**

Retention: Until audited

### **Board Policy Files**

Retention: 5 years, provided audited

### **Board of Trustees Agenda Packets, including Financial Reports**

Retention: 5 years, provided audited

### **Board of Trustees Minutes of Meetings, including Committee Minutes**

Retention: Permanent

### **Budgets Filed with County Budget Commission**

Retention: 5 years, provided audited

### **Building Blueprints and Specifications**

Retention: Life of structure

### **Building Projects Bids and Records (successful)**

Retention: Life of structure

### **Building Projects Bids and Records (unsuccessful)**

Retention: 3 years

### **Cash Book**

Retention: Until audited

### **Cash Journal**

Retention: 5 years, provided audited

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE ... cont'd**

### **Circulation Records**

Retention: Until no longer of administrative value

### **Contracts**

Retention: Life of contract or until audited

### **Correspondence**

Retention: Until no longer of administrative value

### **Court Orders for Payroll Deductions or Garnishment**

Retention: 2 years after order rescinded or until audited

### **Documentation of Leave**

Retention: Until audited

### **Depository Contracts and Related Collateral**

Retention: Until superseded or audited

### **E-Mail**

Retention: Retain until no longer of administrative value

### **Employee Withholding Requests, including W-4 Forms**

Retention: Until replaced or revoked by employee

### **Employment Applications (not hired)**

Retention: Until no longer of administrative value

### **Employer State and Federal Tax Reports and W-2 Forms**

Retention: 5 years, provided audited

### **Formal Legal Opinions**

Retention: 5 years, provided audited

### **Grant Files**

Retention: 5 years, provided all state and federal audits have been conducted, the audit reports released and litigation, claims, or audit findings have been resolved

### **Incident/Accident Reports**

Retention: 5 years

### **Insurance Policies**

Retention: 2 years after expiration, provided all claims settled

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE ... cont'd**

### **Interlibrary Loan Records**

Retention: Until no longer of administrative value

### **Inventories (Property)**

Retention: 5 years, provided audited

### **Investments**

Retention: 5 years, provided audited

### **Library Card Applications**

Retention: Until no longer of administrative value

### **Library News Releases**

Retention: Until no longer of administrative value

### **Library Publications**

Retention: Until no longer of administrative value

### **Litigation Records**

Retention: 5 years after case is closed and appeals exhausted

### **Monthly Statistical Reports**

Retention: Until incorporated into year end report

### **Operating Procedures**

Retention: Until no longer of administrative value

### **Payroll Journals and UAN Payroll Reports**

Retention: Permanent

### **Personnel Files, including Employee Application**

Retention: 2 years after employment termination purge extraneous records.

Retain permanently applications for OPERS refunds, waivers, service records, leave balances, and employee applications

### **Petty Cash Records**

Retention: Until audited

### **Real Property Acquisition Records**

Retention: Permanent or 5 years after asset is sold

### **Survey Reports**

Retention: Until no longer of administrative value

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE ... cont'd**

### **Training Manuals**

Retention: Until no longer of administrative value

### **Vouchers, including Purchase Orders, Requisitions, Timesheets, Expense Reports, etc.**

Retention: 5 years, provided audited

### **Technology Plans**

Retention: 5 years, provided audited

### **Video Recordings/Tape of Proceedings**

Retention: Until no longer of administrative value

### **Workers Compensation Claims**

Retention: 7 years after termination of employment