

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE** (adopted 12/12/2007)(revised 3/14/18)

### **Accounting Computer Software Back Ups**

Retention: Until superseded plus one – Electronic

### **Accounting Computer Software Back Up Yearly**

Retention: Permanent – Electronic

### **Accounts Receivable**

Retention: 5 years, provided audited – Electronic/Paper

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

Retention: Permanent – Electronic/Paper

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

Retention: Permanent – Electronic/Paper

### **Appropriation Certificates/Ledger**

Retention: 5 years, provided audited – Electronic/Paper

### **Audit Reports, Financial**

Retention: 5 years – Electronic/Paper

### **Bank Depository Agreements**

Retention: Until superseded or 5 years after expiration – Electronic/Paper

### **Bank Deposit Receipts, Cash Receipt Books and Related Documents**

Retention: Until audited – Electronic/Paper

### **Bank Statements, Imaged Checks, Cancelled Checks, Reconciliations, and Related Documents**

Retention: Until audited – Electronic/Paper

### **Bids - Successful**

Retention: 15 years after expiration of contract – Electronic/Paper

### **Board Adopted Policies (Current)**

Retention: Permanent until superseded – Electronic/Paper

### **Board Policy Files**

Retention: 5 years, provided audited – Electronic/Paper

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

Retention: 5 years, provided audited – Electronic/Paper

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

Retention: Permanent – Electronic/Paper

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

Retention: 10 years, provided audited – Electronic/Paper

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### **Building Blueprints and Specifications**

Retention: Life of structure – Electronic/Paper

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

Retention: Life of structure – Electronic/Paper

### **Bids (Unsuccessful)**

Retention: 3 years after letting of the contract – Electronic/Paper

### **Cash and Receipt Journals**

Retention: 5 years, provided audited – Electronic/Paper

### **Circulation and Related Records**

Retention: Until no longer of administrative value – Electronic/Paper

### **Contracts (other than construction)**

Retention: 8 years after expiration or termination – Electronic/Paper

### **Correspondence – Memo/Letters/Emails/Phone Messages**

Retention: Until no longer of administrative value – Electronic/Paper

### **Employee Applications (Not Hired)**

Retention: 3 Months – Electronic/Paper

### **Employee Documentation of Leave**

Retention: 5 years, provided audited – Electronic/Paper

### **Employee Health Care Policies, Plans, and Related Documents**

Retention: 5 years after expired, provided audited – Electronic/Paper

### **Employee Personnel Files**

Retention: 2 years after employment termination purge extraneous records. Retain permanently application for OPERS refunds, waivers, service records, leave balances, and employee applications – Electronic/Paper

### **Employee Withholding Deduction Authorizations/Requests including W-4 Federal and IT-4 State Withholding Forms**

Retention: Until replaced or revoked by employee or employment is terminated – Electronic/Paper

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

Retention: 5 years, provided audited – Electronic/Paper

### **Formal Legal Opinions**

Retention: Permanent – Electronic/Paper

### **Grant Records**

Retention: 5 years after end of grant, provided audited – Electronic/Paper

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### **Incident/Accident Reports**

Retention: 5 years, provided audited – Electronic/Paper

### **Insurance Policies**

Retention: 2 years after expiration, claims settled, and appeals exhausted – Electronic/Paper

### **Inventories**

Retention: 5 years, provided audited – Electronic/Paper

### **Investment Records and Reports**

Retention: 5 years, provided audited – Electronic/Paper

### **Leases**

Retention: 5 years after expiration – Electronic/Paper

### **Levy/Bond Records**

Retention: Life of Levy plus 5 years – Electronic/Paper

### **Library Card Applications**

Retention: Until no longer of administrative value – Electronic/Paper

### **Library Promotional Materials**

Retention: Until no longer of administrative value – Electronic/Paper

### **Litigation Records**

Retention: 5 years after case is closed and appeals exhausted – Electronic/Paper

### **Ohio Sales Tax Report**

Retention: 5 years, provided audited – Electronic/Paper

### **Operating Procedures**

Retention: Permanent – Electronic/Paper

### **OPERS Independent Contractor Acknowledgement (Form PEDACKN) and reporting**

Retention: 5 years, provided audited – Electronic/Paper

### **Payroll Court Ordered Deductions and Garnishments**

Retention: 5 years after termination of employment or order rescinded – Electronic/Paper

### **Payroll Journals/Ledgers and Payroll Reports**

Retention: 5 years, provided audited – Electronic/Paper

### **Payroll Tax Records**

Retention: 5 years, provided audited – Electronic/Paper

### **Petty Cash Records**

Retention: 5 years, provided audited – Electronic/Paper

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### **Real Property Acquisitions Records**

Retention: Permanent or 5 years after asset is sold – Electronic/Paper

### **Records Commission/Records Retention Documents**

Retention: Permanent – Electronic/Paper

### **Survey Reports**

Retention: 4 years, provided audited – Electronic/Paper

### **Timekeeping**

Retention: 5 years, provided audited – Electronic/Paper

### **Training Manuals**

Retention: Until no longer of administrative value – Electronic/Paper

### **Technology Plans**

Retention: Permanent – Electronic/Paper

### **Vouchers, Purchase Orders, Requisitions, Timesheets, Expense Reports, and Supporting/Related Documents**

Retention: 5 years, provided audited – Electronic/Paper

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

Retention: Until no longer of administrative value – Electronic

### **Workers Compensation Files and Reports**

Retention: 7 years after termination of employment – Electronic/Paper

### **1099, 1096 Forms and Related Documents**

Retention: 5 years, provided audited – Electronic/Paper

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