

ADAMS COUNTY PUBLIC LIBRARY

SECTION 1.520 – LIBRARY RECORDS RETENTION SCHEDULE (revised 1/9/2019)

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Retention: Until superseded plus one – Electronic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Retention: Until superseded or 5 years after expiration – Electronic/Paper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Retention: Permanent until superseded – Electronic/Paper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

Digital Video Surveillance

Retention: Until superseded

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

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

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

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Petty Cash Records

Retention: 5 years, provided audited – Electronic/Paper

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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