Cleveland Heights–University Heights Public Library

**Records Retention Policy**

It is the practice of the Cleveland Heights-University Heights Public Library to retain certain records from year to year. Although the *Ohio Revised Code* does not set forth guidelines for public libraries, the Board of Trustees of the Cleveland Heights-University Heights Public Library, acting as the library’s Records Commission, adopts the following policy for records retention.

Records fall into two categories: Permanent and Non-Permanent. Retention of records may be in the form of electronic media, print, or tape. The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State’s Office and the Ohio Historical Society.

**Permanent:**

- Annual Director’s Report
- Annual Financial Report to the State Auditor (CAFR)
- Annual Statistical Report to the State Library
- Audit Reports from the Auditor of State
- Board of Trustee Minutes
- Deferred Compensation Deduction Reports and Statements
- Dependent Benefit Coverage Forms
- Current Fixed Asset Inventories
- Historical Files
- Personnel and Annual Payroll Summary Reports
- PERS Records

**Non-Permanent:**

**Contracts:**
- Bids - Successful
  
  4 years after project completion provided audited
- Bids - Unsuccessful
  
  4 years provided audited
- Contracts, Leases, Grants
  
  4 years after expiration provided audited
- Insurance Policies/Bonds
  
  4 years after expiration

**Employee Files:**

- Accident Reports/Incident
  
  4 years provided audited
- Employee Personnel Files - including Leave requests (sick & vacation), W-2, W-4, I-9, IT-4, Workers Compensation claims, Emergency Contact forms.
  
  10 years after termination
Employment applications 6 months active; 1½ years inactive, if not hired
Unemployment Compensation Claims 4 years after case closed and appeals exhausted provided audited

Financial:
- Accounts Payable Ledger: 3 years provided audited
- Appropriation Ledger: 3 years provided audited
- Bank Deposit Receipts: 3 years provided audited
- Bank Statements: 3 years provided audited
- Budgets (Annual): 10 years
- Canceled Checks: 3 years provided audited
- Cash Journals: 3 years provided audited
- Gift Donor Cards: 3 years provided audited
- Check Registers: 3 years provided audited
- Depository Agreements: Until superseded/audited
- Invoices with Vouchers: 3 years provided audited
- Payroll Bank Statements: 3 years provided audited
- Payroll Tax Records: 6 years provided audited
- Petty Cash Reports: 3 years provided audited
- Purchase Orders: 3 years provided audited
- Receipt Journals: 3 years provided audited
- Time Sheets & supportive documents: 3 years provided audited
  (i.e.: department schedules)
- Travel Expense Vouchers: 3 years provided audited

Legal:
- Claims and Litigation Records: 5 years after case is closed and appeals exhausted

Library Materials:
- Book Inventories: Maintained Online until superseded
- Interlibrary Loan Records: 7 days after materials are returned unless there are financial implications
- Lost Book/Fine Records: Once paid for, removed from patron history

Miscellaneous:
- Library Bulletins: 30 days after obsolescence
- Correspondence (Executive), including electronic mail: 1-5 years if no historical value
- Board Working Papers: 3 years provided audited and no historical value
- Form Files: Until expiration
Regardless of format, computer back-ups of any of the above referenced records shall follow the same retention period as paper records.

“Provided audited” is defined as the Auditor of State’s office has audited the fiscal years encompassed and the audit report has been duly released.

This Policy will be reviewed by the Local Government Records Program of the Ohio Historical Society and the Records Officer of the Auditor of State.