

# 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:**

### **Retention Period:**

#### **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 (i.e.: department schedules)	3 years provided audited
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

Inventories	Until superseded
Position Descriptions	Until superseded or classification abolished
Patron information	Permanent, or 3 years if inactive.
Circulation Information	Maintained online until materials are returned

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.

Approved by the Board of Library Trustees, March 15, 1999  
Revised April 19, 2010  
Reaffirmed April 16, 2012