

Amherst Public Library  
Records Retention Schedule  
Resolution # RC-18-5-2

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required</b>
<b>Perm-1</b>	<b>Annual Financial Reports to Auditor of State</b> Report Submitted annually providing the Library's financial information	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-2</b>	<b>Annual Report to the State Library</b> Statistical report submitted annually	<b>Permanent</b>	<b>Paper/ Electronic</b>	<b>Yes</b>
<b>Perm-3</b>	<b>Audit Reports from Auditor of State</b> Biennial report documenting the Library's financial condition and providing an auditor's opinion on the fair presentation of the financial statements	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-4</b>	<b>Board Minutes</b> Records documenting the proceedings at the Library Board of Trustees meeting	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-5</b>	<b>Board Policy Files</b> Records of policies formally adopted by the Board of Trustees and included in the Board Minute Book	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-6</b>	<b>Building Specifications and Plans</b> Documents containing details about construction and improvements to buildings including blueprints and building plans	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-7</b>	<b>Capital Outlay Files</b> Records documenting capital expenditures and building improvements	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-8</b>	<b>Deeds</b> Deeds to property owned by the Library	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>

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<b>Perm-9</b>	<b>Formal Legal Opinions</b> Provided by legal firms or the county prosecutor's office	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-10</b>	<b>Historic Files</b> Records documenting the history of the library system and may include newspaper clipping, newsletters, photos, memorabilia, etc.	<b>Permanent</b>	<b>Paper</b>	<b>Yes</b>
<b>Perm-11</b>	<b>Monthly Financial Reports to the Board</b> Reports presented by the Fiscal Officer monthly to the Board of Trustees	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-12</b>	<b>Ohio PERS Records</b> Records of calculations and payments to OPERS and records relating to independent contractors	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-13</b>	<b>Payroll Records</b> Records documenting gross pay, withholdings, and leave for employees by pay period. Records of Federal, state, and local tax payments	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-14</b>	<b>Personnel Files</b> Records including hire letters, job descriptions, employment application, change in status forms, employment reviews, professional certifications, and other human resources related transactions	<b>Permanent</b>	<b>Paper</b>	
<b>Perm-15</b>	<b>Records Commission Documents</b> Record commission meeting minutes, and approved RC-1, RC-2, and RC-3 forms	<b>Permanent</b>	<b>Paper</b>	

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<b>1</b>	<b>Accident/Incident Reports</b> Report of any accident or incident on Library property	<b>5 years, provided claims settled</b>	<b>Paper</b>	
<b>2</b>	<b>Annual Budget</b> Record forecasts revenues and allocates expenditures for the next fiscal year as filled with the County Budget Commission	<b>10 years</b>	<b>Paper</b>	
<b>3</b>	<b>Annual Certificates of Estimated Resources/ Amended Official Certificates</b> Certificates/ Amendments from County Auditor of resources available for appropriation	<b>3 years, provided audited</b>	<b>Paper</b>	
<b>4</b>	<b>Appropriation Resolutions</b> Documentation of the adaption of the annual appropriations by the Library board of Trustees	<b>5 years, provided audited</b>	<b>Paper</b>	
<b>5</b>	<b>Appropriation Ledgers</b> Record showing budgeted appropriations and expenditures by appropriation account code	<b>3 years, provided audited</b>	<b>Electronic</b>	
<b>6</b>	<b>Banking Records</b> Deposit Receipts, Statements, Cancelled Checks, Transfers provided by a financial institution, documenting activity and balances on library bank accounts	<b>3 years, provided audited</b>	<b>Paper/ Electronic</b>	
<b>7</b>	<b>Bids- Successful</b> Formal bid packet submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees	<b>15 years after completion of project</b>	<b>Paper</b>	
<b>8</b>	<b>Bids- Unsuccessful</b> Formal bid packet submitted in response to a request by the Library. Successful bids are those not accepted by the Board of Trustees	<b>4 years after letting of contract</b>	<b>Paper</b>	

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<b>9</b>	<b>Board Meeting Agenda</b> Includes Library Administrators Report, monthly departmental reports, and other handouts or material provided or distributed for or at the Board meeting	<b>3 years</b>	<b>Paper/ Electronic</b>	
<b>10</b>	<b>Building Inspections, Certificates, Reports, Tests</b> Records of inspections routinely done by staff, reports submitted by vendors, equipment inspection reports and certificates	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>11</b>	<b>Building Permits</b>	<b>Until project is completed</b>	<b>Paper</b>	
<b>12</b>	<b>Calendars</b> Meeting room calendars, employee calendars, scheduling calendars	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>13</b>	<b>Cash Journals</b> Record provide a listing of all cash transactions	<b>3 years, provided audited</b>	<b>Paper/ Electronic</b>	
<b>14</b>	<b>Cash spreadsheets/reports/ register tapes</b> Logs/reports documenting daily receipts	<b>3 years, provided audited</b>	<b>Paper/ Electronic</b>	
<b>15</b>	<b>Certificate from County Auditor that the appropriations from each fund do not exceed the official estimate of resources &amp; amended certificates</b> These records certify that the total appropriations do not exceed total resources available for expenditure and are provided by the county auditor	<b>3 years, provided audited</b>	<b>Paper</b>	
<b>16</b>	<b>Certificates of Insurance</b> Copies of a contractor's proof of Workers Compensation insurance and liability insurance	<b>Until superseded or vendor relationship terminated</b>	<b>Paper</b>	

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17	<b>Check Registers</b> Records providing a list of all checks issued	3 years, provided audited	Electronic	
18	<b>Circulation Records</b> Records of patron, items checked out and returned, fines incurred and paid, lost items, and item requests	Until no longer of administrative value	Paper/ Electronic	
19	<b>Claims and Litigation Records</b> Documentation relating to lawsuits and other legal action or proceedings	5 years after case is closed and appeals exhausted	Paper	
20	<b>Comment Cards</b> Cards documenting patron suggestions and complaints	Until no longer of administrative value	Paper	
21	<b>Community Bulletin Board</b> Information posted on the Community Bulletin Board	Until no longer of administrative value	Paper	
22	<b>Computer Backups</b> Daily backups superseded when a new one is created	Until no longer of administrative value	Electronic	
23	<b>Computer Bookings Logs</b> Records documenting patron computer use	Until no longer of administrative value	Electronic	
24	<b>Contest Entry Forms/ Summer Reading Logs</b> Records used to award prizes for contests	Until no longer of administrative value	Paper	
25	<b>Contracts</b> Records documenting an agreement between the Library and a third party vendor	5 years after expiration	Paper	
26	<b>Correspondence- Executive</b> Records documenting correspondence concerning Library policies, programs, fiscal, and personnel matters	1 year	Paper/ Electronic	

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27	<b>Correspondence- General</b> Records documenting correspondence that does not relate to a specific project or part of another record series	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
28	<b>Department Files</b> Records maintained by a department head. These may include correspondence, department instruction and guidance, work schedules, time off requests, employee telephone lists, and evaluation materials	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
29	<b>Depository Agreements</b> Record of an agreement with a financial institution to serve as a depository for public funds	<b>Until superseded, provided audited</b>	<b>Paper</b>	
30	<b>Donation Records</b> These records document donations and may include donor contact information, date, amount and purpose of donation	<b>3 years, provided audited</b>	<b>Paper</b>	
31	<b>Electronic Mail</b> These records are email messages, files, or other products sent or received electronically and are work related	<b>Retain according to retention schedule for content</b>	<b>Electronic</b>	
32	<b>Equipment Leases</b> Documents of equipment leases, such as postal meters or copy machines	<b>3 years after expiration</b>	<b>Paper</b>	
33	<b>Employee Direct Deposit Forms</b> Forms directing the bank deposit of employee payroll and email of paystubs	<b>Until superseded</b>	<b>Paper</b>	

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34	<b>Employee Emergency Contact Form</b> Documents who to contact in case an employee has and emergency	<b>Until superseded, or employment terminated</b>	<b>Paper</b>	
35	<b>Employee Medical Records</b> These records may consist of physician documentation, employee correspondence, FMLA forms and other records required to be keep confidential	<b>10 years after termination</b>	<b>Paper</b>	
36	<b>Employee Personnel Policy</b> Policy manual as adapted by the Library Board of Trustees	<b>Until superseded</b>	<b>Paper</b>	
37	<b>Employee Roosters</b> Lists and informational directories containing employee contact information	<b>Continually updated</b>	<b>Paper/ Electronic</b>	
38	<b>Employee Withholding Requests</b> Records of signed federal, state, and local withholding forms.	<b>Until superseded</b>	<b>Paper</b>	
39	<b>Employment Applications and Resumes- unsuccessful</b> Applications for a position that did not result in employment	<b>1 year</b>	<b>Paper/ Electronic</b>	
40	<b>Equipment operating and maintenance manuals</b> Instructions for the use of Library equipment	<b>Until equipment disposed of</b>	<b>Paper/ Electronic</b>	
41	<b>Equipment maintenance and repair records</b> Documents service and repairs to Library equipment	<b>Until equipment disposed of</b>	<b>Paper/ Electronic</b>	
42	<b>Forms- Blank</b> Form templates used internally	<b>Until superseded</b>	<b>Paper/ Electronic</b>	
43	<b>Garnishment orders</b> Records include formal orders for wage garnishments	<b>2 years after termination or order rescinded</b>	<b>Paper</b>	

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44	<b>General Photos and Electronic Images</b> Photos and Images of the Library, Library Events, Displays, Etc.	Retain images that have <b>historical significance, Maintain others until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
45	<b>Grant Files</b> Document funding received from grant sources and may include applications, financial materials, and other grant related paperwork	<b>5 years termination or in accordance with term of grant- whichever is greater</b>	<b>Paper</b>	
46	<b>I-9 Form</b> Federal I-9 form documenting verification by employers of employee identity and immigration status	<b>3 years after date of hire or 1 year after termination, whichever greater</b>	<b>Paper</b>	
47	<b>Insurance Plan Application by employees</b> Applications for employee benefits	<b>Until no longer of administrative value</b>	<b>Paper</b>	
48	<b>Insurance Policies and Bonds</b> Documents of the insurance policies the Library has purchased or any claims against those policies and bonds	<b>3 years after expiration, provided claims settled</b>	<b>Paper</b>	
49	<b>Interlibrary Loan Records</b> Record documenting patron and Library borrowing information	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
50	<b>Invoices</b> These records indicate an exchange of goods or services between the Library and a vendor and document payments made	<b>3 years, provided audited</b>	<b>Paper</b>	
51	<b>Job Descriptions</b> Record document the classification, duties, and responsibilities of a particular position	<b>Until superseded</b>	<b>Paper/ Electronic</b>	

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<b>52</b>	<b>Levy Files</b> Resolutions passed by the Library Board of Trustees and School Board, information from the county Auditor and documents filed with the Board of elections	<b>Life of Levy + 5 years</b>	<b>Paper</b>	
<b>53</b>	<b>Library Displays</b> Promotional material about library programs or services displayed online or in the Library	<b>Until no longer of administrative value, unless historic in value</b>	<b>Paper/ Electronic</b>	<b>Yes if of Historical Value</b>
<b>54</b>	<b>Library Materials Inventories</b> Records of Library materials generated by the ILS System	<b>Until superseded</b>	<b>Electronic</b>	
<b>55</b>	<b>Library Publications</b> Informational documents published on paper or online by the library for patrons and employees	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>56</b>	<b>Meeting Room Applications</b> Requests by an individual or group to use a Library meeting room	<b>1 year</b>	<b>Paper</b>	
<b>57</b>	<b>Ohio Deferred Compensation Statements</b> Statements from Ohio Deferred Compensation detailing the quarterly performance of retirement funds	<b>3 years</b>	<b>Paper</b>	
<b>58</b>	<b>Operating Policy Manual</b> Compiled manual of Library Operating Policies	<b>Until superseded</b>	<b>Paper/ Electronic</b>	
<b>59</b>	<b>Outreach Files</b> Records documenting outreach patrons and materials	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>60</b>	<b>Payroll Spreadsheets</b> This record documents employee payroll as submitted to the outside payroll company	<b>3 years, provide audited</b>	<b>Paper/ Electronic</b>	

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<b>61</b>	<b>Petty Cash Records</b> Record of expenditures from the petty cash fund	<b>3 years, provided audited</b>	<b>Paper</b>	
<b>62</b>	<b>Pledged Securities</b> This record documents that the Library's deposits at financial institutions are secured in accordance with the ORC	<b>3 years, provided audited</b>	<b>Paper</b>	
<b>63</b>	<b>Press Release</b> Sent to news outlets to advertise Library programming	<b>Until no longer of administrative value</b>	<b>Electronic</b>	
<b>64</b>	<b>Prevailing Wage Records</b> Payroll reports filed by construction companies during a building or renovation project	<b>3 years, provided audited</b>	<b>Paper</b>	
<b>65</b>	<b>Program Attendance Records</b> Statistics and registration information	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>66</b>	<b>Program Descriptions</b> Descriptions of Library programs published online and used for press releases	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>67</b>	<b>Program Publicity Request</b> Form submitted by employees to have PR created and published	<b>Until no longer of administrative value</b>	<b>Paper/ Electronic</b>	
<b>68</b>	<b>Property Inventories</b> These records provide information about the capital expenditures and Library property valuation	<b>Until Superseded</b>	<b>Paper/ Electronic</b>	
<b>69</b>	<b>Purchase Order/ Blanket Certificates</b> These records document that a purchase is authorized by administration and that funds are available to make the purchase	<b>3 years, provided audited</b>	<b>Paper</b>	

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70	<b>Receipt Journal and documents</b> Records that document revenues posted	3 years, provided audit	Paper/ Electronic	
71	<b>Statistical Reports</b> Records that provided library usage and circulation statistics	Until incorporated in the Annual report to the State Library	Paper/ Electronic	
72	<b>Strategic Plans</b> Strategic Plans adapted by the Library Board of Trustees	10 years	Paper	
73	<b>Time Sheets</b> Records of employee's hours worked	3 years, provided audit	Paper	
74	<b>Transient Documents</b> May include post-it notes, drafts, emails, notes, and other limited documents which serve to convey information of temporary importance	Until no longer of administrative value	Paper/ Electronic	
75	<b>Unemployment Benefits</b> Records include correspondence from the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	3 years, provided audit	Paper	
76	<b>Video Surveillance footage</b> Recording from the library's security cameras	Until overwritten, provided footage not used for investigation of a crime	Electronic	
77	<b>Voicemail, Text Messages, and Caller ID logs</b> Electronic messages and activity logs	Maintain items of significance and erase when no longer of administrative value	Electronic	

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78	<b>Vouchers</b> These records document the payment of an invoice	<b>3 years, provided audit</b>	<b>Paper</b>	
79	<b>W-9 Forms</b> W-9 Form submitted from independent contractors	<b>3 years, provided audit, or until superseded</b>	<b>Paper</b>	
80	<b>Workers Comp Claims</b> These records document any claims filed for workers compensation benefits	<b>7 years after termination</b>	<b>Paper</b>	
81	<b>1099 Form</b> 1099 forms sent to independent contractors	<b>5 years provided audited</b>	<b>Paper</b>	
82	<b>Credit Card Responsibility and Use Procedures</b> Signed by an employee authorized to make purchases using a library credit card	<b>3 years after closure of the account or termination of employee's authorization, provided audited</b>	<b>Paper</b>	
83	<b>Credit Card Compliance Officer Review</b> Biannual review of the library's credit cards signed by the compliance officer	<b>3 years, provided audited</b>	<b>Paper</b>	
84	<b>Borrower Agreement Forms</b> Forms signed by borrowers agreeing to an item's circulation terms as set by the library	<b>After item is returned to library per agreement</b>	<b>Paper</b>	
85	<b>Presenter Agreement Forms</b> Forms signed by the presenter and the library detailing the terms of the program	<b>3 years, provided audited</b>	<b>Paper</b>	

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