

Amherst Public Library
Records Retention Schedule

Resolution # RC-18-5-2, Addition # RC-19-5-1, Addition # RC 22-5-2, Addition #RC-23-5-1

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

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

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	Record commission meeting minutes, and approved RC-1, RC-2, and RC-3 forms			
1	Accident/Incident Reports Report of any accident or incident on Library property	5 years, provided claims settled	Paper	
2	Annual Budget Record forecasts revenues and allocates expenditures for the next fiscal year as filled with the County Budget Commission	10 years	Paper	
3	Annual Certificates of Estimated Resources/ Amended Official Certificates Certificates/ Amendments from County Auditor of resources available for appropriation	3 years, provided audited	Paper	
4	Appropriation Resolutions Documentation of the adaption of the annual appropriations by the Library board of Trustees	5 years, provided audited	Paper	
5	Appropriation Ledgers Record showing budgeted appropriations and expenditures by appropriation account code	3 years, provided audited	Electronic	
6	Banking Records Deposit Receipts, Statements, Cancelled Checks, Transfers provided by a financial institution, documenting activity and balances on library bank accounts	3 years, provided audited	Paper/ Electronic	

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7	Bids- Successful Formal bid packet submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees	15 years after completion of project	Paper	
8	Bids- Unsuccessful Formal bid packet submitted in response to a request by the Library. Successful bids are those not accepted by the Board of Trustees	4 years after letting of contract	Paper	
9	Board Meeting Agenda Includes Library Administrators Report, monthly departmental reports, and other handouts or material provided or distributed for or at the Board meeting	3 years	Paper/ Electronic	
10	Building Inspections, Certificates, Reports, Tests Records of inspections routinely done by staff, reports submitted by vendors, equipment inspection reports and certificates	Until no longer of administrative value	Paper/ Electronic	
11	Building Permits	Until project is completed	Paper	
12	Calendars Meeting room calendars, employee calendars, scheduling calendars	Until no longer of administrative value	Paper/ Electronic	
13	Cash Journals Record provide a listing of all cash transactions	3 years, provided audited	Paper/ Electronic	
14	Cash spreadsheets/reports/ register tapes Logs/reports documenting daily receipts	3 years, provided audited	Paper/ Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required
15	Certificate from County Auditor that the appropriations from each fund do not exceed the official estimate of resources & amended certificates These records certify that the total appropriations do not exceed total resources available for expenditure and are provided by the county auditor	3 years, provided audited	Paper	
16	Certificates of Insurance Copies of a contractor's proof of Workers Compensation insurance and liability insurance	Until superseded or vendor relationship terminated	Paper	
17	Check Registers Records providing a list of all checks issued	3 years, provided audited	Electronic	
18	Circulation Records 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	Claims and Litigation Records Documentation relating to lawsuits and other legal action or proceedings	5 years after case is closed and appeals exhausted	Paper	
20	Comment Cards Cards documenting patron suggestions and complaints	Until no longer of administrative value	Paper	
21	Community Bulletin Board Information posted on the Community Bulletin Board	Until no longer of administrative value	Paper	
22	Computer Backups Daily backups superseded when a new one is created	Until no longer of administrative value	Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required
23	Computer Bookings Logs Records documenting patron computer use	Until no longer of administrative value	Electronic	
24	Contest Entry Forms/ Summer Reading Logs Records used to award prizes for contests	Until no longer of administrative value	Paper	
25	Contracts Records documenting an agreement between the Library and a third party vendor	5 years after expiration	Paper	
26	Correspondence- Executive Records documenting correspondence concerning Library policies, programs, fiscal, and personnel matters	1 year	Paper/ Electronic	
27	Correspondence- General Records documenting correspondence that does not relate to a specific project or part of another record series	Until no longer of administrative value	Paper/ Electronic	
28	Department Files 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	Until no longer of administrative value	Paper/ Electronic	
29	Depository Agreements Record of an agreement with a financial institution to serve as a depository for public funds	Until superseded, provided audited	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required
30	Donation Records These records document donations and may include donor contact information, date, amount and purpose of donation	3 years, provided audited	Paper	
31	Electronic Mail These records are email messages, files, or other products sent or received electronically and are work related	Retain according to retention schedule for content	Electronic	
32	Equipment Leases Documents of equipment leases, such as postal meters or copy machines	3 years after expiration	Paper	
33	Employee Direct Deposit Forms Forms directing the bank deposit of employee payroll and email of paystubs	Until superseded	Paper	
34	Employee Emergency Contact Form Documents who to contact in case an employee has and emergency	Until superseded, or employment terminated	Paper	
35	Employee Medical Records These records may consist of physician documentation, employee correspondence, FMLA forms and other records required to be keep confidential	10 years after termination	Paper	
36	Employee Personnel Policy Policy manual as adapted by the Library Board of Trustees	Until superseded	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required
37	Employee Rosters Lists and informational directories containing employee contact information	Continually updated	Paper/ Electronic	
38	Employee Withholding Requests Records of signed federal, state, and local withholding forms.	Until superseded	Paper	
39	Employment Applications and Resumes- unsuccessful Applications for a position that did not result in employment	1 year	Paper/ Electronic	
40	Equipment operating and maintenance manuals Instructions for the use of Library equipment	Until equipment disposed of	Paper/ Electronic	
41	Equipment maintenance and repair records Documents service and repairs to Library equipment	Until equipment disposed of	Paper/ Electronic	
42	Forms- Blank Form templates used internally	Until superseded	Paper/ Electronic	
43	Garnishment orders Records include formal orders for wage garnishments	2 years after termination or order rescinded	Paper	
44	General Photos and Electronic Images Photos and Images of the Library, Library Events, Displays, Etc.	Retain images that have historical significance, Maintain others until no longer of administrative value	Paper/ Electronic	
45	Grant Files Document funding received from grant sources and may include applications, financial materials, and other grant related paperwork	5 years termination or in accordance with	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required
		term of grant- whichever is greater		
46	I-9 Form Federal I-9 form documenting verification by employers of employee identity and immigration status	3 years after date of hire or 1 year after termination, whichever greater	Paper	
47	Insurance Plan Application by employees Applications for employee benefits	Until no longer of administrative value	Paper	
48	Insurance Policies and Bonds Documents of the insurance policies the Library has purchased or any claims against those policies and bonds	3 years after expiration, provided claims settled	Paper	
49	Interlibrary Loan Records Record documenting patron and Library borrowing information	Until no longer of administrative value	Paper/ Electronic	
50	Invoices These records indicate an exchange of goods or services between the Library and a vendor and document payments made	3 years, provided audited	Paper	
51	Job Descriptions Record document the classification, duties, and responsibilities of a particular position	Until superseded	Paper/ Electronic	
52	Levy Files Resolutions passed by the Library Board of Trustees and School Board, information from the county Auditor and documents filed with the Board of elections	Life of Levy + 5 years	Paper	

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53	Library Displays Promotional material about library programs or services displayed online or in the Library	Until no longer of administrative value, unless historic in value	Paper/ Electronic	Yes if of Historical Value
54	Library Materials Inventories Records of Library materials generated by the ILS System	Until superseded	Electronic	
55	Library Publications Informational documents published on paper or online by the library for patrons and employees	Until no longer of administrative value	Paper/ Electronic	
56	Meeting Room Applications Requests by an individual or group to use a Library meeting room	1 year	Paper	
57	Ohio Deferred Compensation Statements Statements from Ohio Deferred Compensation detailing the quarterly performance of retirement funds	3 years	Paper	
58	Operating Policy Manual Compiled manual of Library Operating Policies	Until superseded	Paper/ Electronic	
59	Outreach Files Records documenting outreach patrons and materials	Until no longer of administrative value	Paper/ Electronic	
60	Payroll Spreadsheets This record documents employee payroll as submitted to the outside payroll company	3 years, provide audited	Paper/ Electronic	
61	Petty Cash Records Record of expenditures from the petty cash fund	3 years, provided audited	Paper	

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

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70	Receipt Journal and documents Records that document revenues posted	3 years, provided audit	Paper/ Electronic	
71	Statistical Reports Records that provided library usage and circulation statistics	Until incorporated in the Annual report to the State Library	Paper/ Electronic	
72	Strategic Plans Strategic Plans adapted by the Library Board of Trustees	10 years	Paper	
73	Time Sheets Records of employee's hours worked	3 years, provided audit	Paper	
74	Transient Documents 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	Unemployment Benefits Records include correspondence from the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	3 years, provided audit	Paper	
76	Video Surveillance footage Recording from the library's security cameras	Until overwritten, provided footage not used for investigation of a crime	Electronic	
77	Voicemail, Text Messages, and Caller ID logs Electronic messages and activity logs	Maintain items of significance and erase	Electronic	

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		when no longer of administrative value		
78	Vouchers These records document the payment of an invoice	3 years, provided audit	Paper	
79	W-9 Forms W-9 Form submitted from independent contractors	3 years, provided audit, or until superseded	Paper	
80	Workers Comp Claims These records document any claims filed for workers compensation benefits	7 years after termination	Paper	
81	1099 Form 1099 forms sent to independent contractors	5 years provided audited	Paper	
82	Credit Card Responsibility and Use Procedures Signed by an employee authorized to make purchases using a library credit card	3 years after closure of the account or termination of employee's authorization, provided audited	Paper	
83	Credit Card Compliance Officer Review Biannual review of the library's credit cards signed by the compliance officer	3 years, provided audited	Paper	
84	Borrower Agreement Forms Forms signed by borrowers agreeing to an item's circulation terms as set by the library	After item is returned to library per agreement	Paper	
85	Presenter Agreement Forms	3 years, provided audited	Paper	

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	Forms signed by the presenter and the library detailing the terms of the program			
86	Public Records Request Log Annual log of public records requested and date request was fulfilled	3 years, provided audited	Paper	
87	E rate Documents Includes Forms 470, 471, and 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and internet access	10years after the last date of the applicable funding year	Paper/ Electronic	

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