



## **Records Retention and Removal Policy**

The purpose of this policy is to ensure the proper management of Library records according to law and recommended practice.

For the purposes of this policy, “records” refers to both paper and electronic documents and files, including email. Therefore, any electronic records that fall into one of the document types on the Record Retention Schedule will also be maintained for the appropriate amount of time.

### **1. Confidentiality**

New York State Civil Practice Law & Rules 4509, [Chapter 112, Laws of 1988](#), provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee of Open Government.

### **2. Administration**

The Director and Administrative Assistant will be the Administrators of this policy. The Administrators’ responsibilities include supervising and coordinating the retention, destruction, and disposal of records pursuant to the Record Retention Schedule outlined in this policy.

### **3. Emergency Planning**

It is good general archival and records management practice to maintain three copies of any record in separate locations in case of natural disaster or loss of access to a record’s format. Records that are essential to Library operations will be duplicated and/or backed-up regularly and maintained off-site.

## **2. Record Retention Schedule**

The [New York State Education Department Records Retention and Disposition Schedule LGS-1](#), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any

future revisions and re-issuances thereof, is adopted by the Library in legally disposing of valueless records listed therein.

Those records that are described in New York State Education Department Records Retention and Disposition Schedule LGS-1 may not be dispersed until they have met the minimum retention periods described therein. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

The following chart includes retention periods for the majority of Library documents.

<b>Record(s)</b>	<b>Years Retained</b>
Accession Records	1 year
Accident/Incident Reports	Permanently
Accounts Payable Ledgers and Schedules	7 years
Articles of Incorporation	Permanently
Audit/Annual Review Reports	Permanently
Bank Reconciliation	2 years
Bank Statements	3 years
Blueprints	Until superseded or obsolete
Board of Trustees Meeting Minutes	Permanently
Board of Trustees Meeting Packets	1 year, unless deemed of continuing administrative or historical value
Bylaws and Charter	Permanently
Chartering and Registration records	Permanently
Checks for important payments or purchases (photocopy or duplicate)	Permanently
Contracts (current)	Permanently

Contracts (expired)	7 years
Correspondence (general)	2 years
Correspondence (legal)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds	Permanently
Deeds of Gift	Permanently
Depreciation Schedules	Permanently
Directory of Public Library System and Member Libraries	Until superseded or obsolete
Donation Records (monetary and memorial)	7 years
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses and Distribution Schedules	7 years
Individual Title Purchase Requisitions	1 year
Insurance Policies (expired)	3 years
Insurance Records	Permanently
Internal Audit Reports	3 years
Inventories of Potentially Hazardous Products/Materials, and Emergency Supplies	7 years
Invoices (to customers and from vendors)	7 years
Material Censorship and Complaint Records	6 years
Mortgages and Bills of Sale	Permanently
Mortgages, Notes, and Leases (expired)	7 years

Notes and Leases	Permanently
Patents and related papers	Permanently
Payroll Records and Summaries	7 years
Personnel Files (current employees)	Until no longer employed
Personnel Files (past employees)	7 years
Policies (current)	Until superseded or obsolete
Policies (past)	7 years
Records Documenting Selection of Books and other library materials	Until superseded or obsolete
Records related to Library History	Permanently
Retirement and Pension Records	Permanently
Tax Returns, Worksheets, and Exemption letters	Permanently
Timesheets	7 years
Trademark Registrations and Copyrights	Permanently
Withholding Tax Statements	7 years
Year-end Financials	Permanently

### **3. Digitization**

The Library digitizes certain organizational records as a strategy for saving space, increasing access, reducing retrieval time, or creating back-ups. In such instances, the Library will ensure that the digitized images will accurately and completely reproduce all the information in the records being imaged and will not be rendered unusable due to changing or proprietary technology before their retention and preservation requirements are met.

Digitized items will be retained in accordance with the terms noted in Section 3 and in consideration of appropriate confidentiality and copyright standards. Original paper copies of digitized items should be retained if the retention period is permanent.

#### **4. Document Destruction & Disposal**

The Administrators are responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction and disposal. Destruction of financial and personnel-related records will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

#### **5. Compliance**

Unauthorized modification or removal of records from the Library is not permitted. Destruction or disposition of records not in accordance with the Records Retention Schedule is prohibited.

Adopted by the Board of Trustees: September 28, 2011

**Amended by the Board of Trustees:** 9/28/2011, 10/28/2015, 3/30/2016, 3/29/2017, 3/28/2018, 5/30/2018, 12/23/2020, 2/23/2022, 2/22/2023

**Reviewed by the Policy Review Committee:** 2/13/2023