

CHAPTER 12
OTHER LEGAL CONCERNS
ADA GRIEVANCE PROCEDURES

Montauk Library has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title 11 of the Americans with Disabilities Act. Title 11 states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: Director, Montauk Library, who has been designated to coordinate ADA compliance efforts.

1. A complaint must be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint must be filed within 5 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The Director, Montauk Library, shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Pursuant to Department of Justice regulations, Montauk Library need not process complaints from applicants for employment.
4. A written determination as to the validity of the complaint and description of the resolution, if any, must be issued by the Director, Montauk Library and a copy forwarded to the complainant no later than 30 days after its filing.
5. The ADA coordinator shall maintain the files and records of the Montauk Library relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 5 days to the Board of Trustees, Montauk Library.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Montauk Library complies with the ADA and implementing regulations.

Individual Reading Habits

Any Library Records that might reveal individual reading habits are confidential and may not be surrendered without a court order.

RECORD RETENTION POLICY

Library records shall be retained according to the following schedule:

Retain Indefinitely:

Canceled checks for taxes, capital purchases, important contracts
Deeds, mortgages, easements & other property records
Tax returns & work papers, including records to support carry backs & carryovers
Cash books & Cash receipt books
Corporation charter, minute books & bylaws
Correspondence on legal & tax documents
Audit reports & financial statements
Capital stock & bond records Contracts & leases in force
General ledgers & journals Insurance records
Property appraisals

Retain 7-8 years:

Vouchers for payment to vendors, employees, etc.
Inventories
Other canceled checks Payroll records
Expense reports Payables & Receivables ledgers
Expired contracts & leases Purchase orders
Invoices & other sales records

Retain 6 years:

Employee withholding tax statements Employee disability records
Monthly trial balances

Retain 3 years:

Personnel file on terminated employees Bank reconciliations
Expired insurance policies with no residual value Petty cash vouchers

Retain 2 years:

General correspondence
Requisitions