

RECORD RETENTION AND DISPOSAL POLICY

Retain Permanently:

- Incorporation, chartering and registration records
- Trustees' or other governing body or board's minutes and hearing transcripts
- Official copy of annual budget when not included in the minutes
- Certificates of apportionment and annual and special reports
- Master summary records of bonds, notes, or securities purchased by the Library for investment, identifying the security, the fund for which held, the place where kept, and listing the date of sale and the amount realized
- Records of gifts and bequests to Library which are works of art, historical artifact or other historical manuscript, trust fund or endowment, but not real property.
- Report and recommendation resulting from internal investigation or non-fiscal audit records
- Report of audit of financial affairs filed pursuant to section 35 of General Municipal Law
- Annual or final fiscal reports when not included in minutes.
- Master summary record of employee (including volunteers, interns, trustees, and board members) personnel case file, including but not limited to age, dates of employment, job titles and civil service status
- Real property acquisition or sale by Library file including copy of deed, copy of appraisal or valuation, copy of site or plot plan, etc.
- Right of way records including legal description of right of way, copies of deeds, maps and photographs
- Chattel mortgage and conditional sales record
- Building-level emergency response plans
- Rescue and disaster response reports
- Manuscript or published catalog of holdings

Retain More Than 10 Years:

- Year-end payroll (and period payroll where no year-end payroll is maintained) records including detailed information necessary for salary verification for retirement and social security purposes (retain 55 years)
- Worker's compensation case records (retain 18 years after injury or illness, but not less than 8 years after last payment)
- Expired worker's compensation and employer's liability insurance policy (18 years)
- Expired title insurance policy (20 years)

Retain 6 Years:

- Annual financial disclosure statements
- Employee benefit records including health, life, disability insurance and retirement for employee with or without dependent survivor
- Internal audits of financial affairs conducted by Library officials
- Other external audits of financial affairs
- Audit hearing or review files

- Summary record of employee's payroll changes
- Employee time records
- Employee training history records
- Employee reimbursement records
- Employee personal earnings record
- Record of employee absences or accruals (does not include time card or time sheets)
- Employee request for and/or authorization given to employee to use or donate sick, vacation, personal or other leave, or to work overtime.
- Payroll report submitted to NYSERS or any other official pension system
- Deposit book for checking and savings account
- Deposit slip
- Fiscal reports such as daily funds reports, daily cash reports, statement of monthly balances, recap of disbursements and departmental reports
- Intermediary fiscal record of receipts and disbursements including detail record, analysis, proof sheet or trial balance sheet
- Verification of travel expenses including certificate of accuracy and receipts
- Tax collection records including returned copy of tax bill, copy of tax bill sent by assessing entity, copy of receipt issued taxpayer, collector's daily accounts, records of overpayment, rebate, or refund, request for extension of time to collect taxes and similar records
- Expired requests for tax bills or statements to be sent to third-party designees
- Statement or list of unpaid taxes or taxes due
- Expired insurance policy including those covering theft, property damage, personal injury liability, insurance of life or property, general liability, etc.
- Patron's registration for use of rare, valuable or restricted non-circulating materials.
- Supporting fiscal and administrative documentation, including but not limited to receipts, warrants and orders to pay, cancelled checks, banks statements, and routine correspondence
- Canceled checks or stop payment notices, including payroll check or other instrument of payment, or order to fiscal officer to pay when used as a negotiable instrument, including voided check or instances of lost or stolen checks, and misdirected financial institution transactions.
- Copy of check or check stub
- Expired depository agreement including designation of depository, bond or surety, other record relating to deposition of Library funds
- Period records and similar records of yield received from or status of bonds, notes, securities or other obligations purchased for investment after the bond issue is retired
- Budget preparation file
- Cumulative budget status report
- Purchasing file including contracts, specifications, RFPs, vouchers, bills, and related records for purchase of material, equipment, supplies and services not connected with capital construction.
- Library material censorship and complaints records including evaluations by staff, patrons' complaints and record of final decision
- Banking correspondence including bank statements, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account
- Invoice, packing slip, shipping ticket, copy of bill of lading or other similar record used to verify delivery and/or receipt of materials or supplies
- Invoice register or similar record used to list invoices

- List or abstract of receipts, disbursements, claims, purchase orders, or contracts
- Purchase order, purchase requisition or similar record used to obtain materials, supplies, or services

Retain 5 years:

- Interlibrary loan records when copies of original materials are requested
- Library's copy of IRS tax form including Forms W-2, W-3, and W-9, Request for Taxpayer Identification Number, and U.S. Information Returns.
- Direct deposit records including application to begin or terminate direct deposit, and transaction log or similar reports
- Employee's expired voluntary payroll deduction request form
- Newly hired employee's employee eligibility verification records (Form I-9)

Retain 4 years:

- Library's copy of federal tax return including annual and quarterly returns, continuation sheets, notices of tax return due, or equivalent forms
- Employees withholding exemption certificate (Form W-4)
- Library's copy of New York State income tax records relating to employees

Retain 3 years:

- Expired or inactive library card's application records
- Disaster preparedness and crisis relocation plans including supporting maps and background materials and supporting documentation used in its preparation
- Accident reports and related records
- Investigative records and disciplinary hearings including statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedures and correspondence

Retain 1 year:

- Individual title purchase requisition
- Obsolete accession records
- Monthly or quarterly budget status report
- Meeting files of trustees or other governing body or body including agendas, background materials and other records used at meetings which are not accepted as part of the minutes
- Terminated employee's employee eligibility verification records (Form I-9)

Retain less than a year:

- Original check, money order, or similar instrument of payment received and kept, scanned and deposited to bank account should be retained 60 days after deposit and verification of account information or if no longer needed for any purpose

- Canceled bid files including purchase requisitions, vendor solicitations, RFPS, RFQs, RFIs, RFCs, price quotations and related records
- Copy of order of protection for Library employee should be retained 6 months after the order expires

Note: Where documents have combined related types of records covered by different retention periods, it may be more convenient to dispose of the entire set of records using the longest applicable retention period where it is impractical to separately apply the retention periods of various records.