

Current 7/2021

## **Dundee Library Records Retention & Disposal Policy**

The Dundee Library will keep certain financial records and personnel records, as well as official documents of Board business, such as minutes. Information for the following schedule has been taken from *Retention and Disposition of Library and Library System Records*, by Warren Broderick, New York State Archives Technical Information Series #06, Revised April 2000. The following schedule is to be followed in regards to what records, as well as the length of time that they need to be saved by the Dundee Library.

### **GENERAL**

1. **Official agenda and minutes of Library board, commissions or committees thereof, including all records accepted as part of minutes--Permanent**
2. **Legal opinion or directive rendered by NY State Education Department--Permanent**
3. **Local rule, regulation, ordinance, resolution, proclamation, or court order--Permanent**
4. **Legal agreement, including contract, lease, and release involving local government--6 years after expiration/termination, but not less than 6 years after final payment under contract**
5. **Grant program file**
  - a. Application, proposal, agreement, narrative, evaluation, and annual report for approved grant--Permanent
  - b. Background material, fiscal records, and supporting documentation--6 years after renewal or close of grant or denial of application
6. **Public Educational or informational program file**
  - a. Official copy of literature or other material made available to the public--Permanent
  - b. File on each instructional course or program--1 year after course or program is discontinued
7. **Opinion survey records**
  - a. Survey results, including official copy of survey form--Permanent
  - b. Completed survey forms are disposed of after survey results are prepared

### **BUDGET**

1. **Budget preparation file for budget request or estimate submitted by committee chair, including but not limited to tentative budget appropriation, staffing requests, estimates of revenues or expenditures, narrative of services, budget message and related records--6 years**
2. **Budget hearing and review files, including review of estimates, requests, and review of tentative budget--6 years**
3. **Preliminary or tentative budget--6 years**
4. **Annual budget**
  - a. Official copy when not included in minutes--Permanent
  - b. When budget is included in minutes--Permanent
5. **Budget status report on allocations, receipts, expenditures, encumbrances, and encumbered funds**
  - a. Cumulative report--6 years
  - b. Monthly or Quarterly reports--1 year

### **ACCOUNTING**

1. **General ledger showing summary reports and disbursements from all funds and accounts--10 years**
2. **Subsidiary ledgers providing details of the general ledger accounts--6 years**



3. **Journals** recording chronological entries of all fiscal transactions--**6 years**
4. **Accounting register** including, but not limited to check register, funds transfer register, encumbrance register, and register of claims presented for payment and paid claims--**6 years**
5. **Cash transaction record** showing cash received from collection of various fees-- **6 years**
6. **Intermediary fiscal record** of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes--**6 years**

## AUDIT

1. **Report of audit financial affairs**
  - a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS Comptroller's Office or by outside auditing firm--**Permanent**
  - b. Other external audits--**6 years**
  - c. Internal audits conducted by local government officials--**6 years**
2. **Audit background documentation** including summaries, posting records, and related records created by an auditing office as part of the auditing procedure-- **6 years**
3. **Audit hearing** or review file--**6 years**

## BANKING

1. **Banking communications** including but not limited to bank statements, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account--**6 years**
2. **Canceled checks**, or other instruments of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided checks--**6 years**
3. **Copy of check or check stub**-- **6 years**
4. **Deposit slip**--**6 years**

## PAYROLL

1. **Payroll**, including information on gross and net pay, base pay, taxes, and other deductions
  - a. Year-end or periodic payroll, including same information by pay period as warrant copy, certified by a fiscal officer--**55 years**
  - b. Warrant copy when year-end or periodic payroll with same information as warrant copy is produced and retained at least 55 years--**3 years**
  - c. Warrant copy when no year-end periodic payroll with same information as warrant copy is produced--**55 years**
2. **Summary report or record of payroll** or time information covering all employees or an individual employee--**6 years**
3. **Payroll distribution breakdown record** used to distribute or classify labor costs--**6 years**
4. **Summary record of employee's payroll changes**--**6 years** (after termination of employment)
5. **Employee's time cards**, sheets, or books--**6 years**
6. **Record of employee absences or accruals**
  - a. When not posted to periodic cumulative time summary record--**6 years**
  - b. When posted to periodic cumulative time summary record--**1 year**
7. **Employee request for and/or authorization** given to employee to use sick, vacation, personal or other leave, or to work overtime--**6 years**
8. **Record of assignments, attachments, and garnishments of employee's salary**
  - a. When employment was terminated prior to satisfaction--**6 years** (after termination of employment)
  - b. When satisfied--**5 years**



9. **Employee's voluntary payroll deduction request form--5 years** (after superseding form is filed, authorization expires, or employment is terminated)
10. **Employee's personal earnings record** used to prove end-of-year total earnings, retirement or other deductions and taxes withheld--6 years
11. **Employee's declaration of intention to accept or reject Social Security--10 years** (after employee died or reached age 75, whichever is shorter)
12. **Quarterly report of wages paid** prepared for Social Security, and report of any adjustments or corrections--6 years
13. **Copy of Federal determination of error in wage reports--6 years**
14. **Payroll report** submitted to New York State Employee's Retirement System or any other official pension system--6 years
15. **Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY14), or Equivalent forms--5 years**
16. **Employer's copies of US Return (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3) or equivalent forms--5 years**
17. **Employer's Withholding Exemption Certificate (Form W-4), or equivalent form--5 years**
18. **Employer's copy of New York State income tax records** relating to employees--5 years

## PURCHASING

1. **Purchase Order**, or similar record, used to obtain materials, supplies, or services--6 years
2. **Purchase requisition**, request, estimate or similar record, used to submit purchase Requirement--6 years
3. **Purchasing file, including** but not limited to bid contract and specifications for purchase of materials, supplies and services not connected with capital construction--6 years
4. **Vendor files**, including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors--after obsolete, destroy
5. **Performance guarantee** or written warranty for products or similar records--6 years (after expiration)
6. **Invoice**, statement or similar notification by vendor of supplies, materials, or equipment sent--6 years
7. **Invoice register**, or similar record used to list invoices--1 year
8. **Standing order file**, used for purchase of materials and supplies which are received on a regular basis--6 years

## LIBRARY SYSTEM

1. **Incorporation, chartering and registration records--Permanent**
2. **Directory of public library system** and member libraries, prepared by public library system--after superseded, destroy
3. **Borrowing or loaning records**, including interlibrary loan--Destroy after no longer needed
4. **Catalog of holdings**
  - a. **Manuscript or printed catalog--Permanent**
  - b. **Continuously updated catalog--Destroy after superseded or obsolete**
5. **Individual title purchase requisition** which has been filled or found to be unfillable--1 year
6. **Records documenting selection of books and other library materials--1 year**



## DISPOSITION

Records that are ready for disposal will be destroyed on a regular basis at least once a year. This safeguards against the accidental destruction of records that have not attained their minimum retention periods or that have met their retention periods but are needed for some other purpose, such as litigation or investigations.

Documenting disposition of records is not required, however, two (2) staff and/or Board members will carry out and certify the destruction of the documents and records.

The Dundee Library's method of destruction, that will ensure total illegibility of confidential records, will be "SHREDDING". Shredded material will then be recycled or thrown away.

Policy approved 5/2009



## RECORD RETENTION SCHEDULE

	<u>Retention Period</u>
Accident reports and claims .....	7 years
Accounts payable ledgers and schedules .....	7 years
Accounts receivable ledgers and schedules .....	7 years
Audit reports of accountants .....	Permanently
Bank reconciliations .....	1 year
Capital stock and bond ledgers, transfer registers, stubs showing issues, records of interests coupons, etc. ....	Permanently
Cash books .....	Permanently
Charts of accounts .....	Permanently
Checks (cancelled but see exception below) .....	7 years
Checks (cancelled for important payments, i.e. taxes, purchases of property, special contracts, etc.) .....	Permanently
Contracts and leases (expired) .....	7 years
Contracts and leases still in effect .....	Permanently
Correspondence (routine) with customers or vendors .....	1 year
Correspondence (general) .....	3 years
Correspondence (legal and important matters only) .....	Permanently
Deeds, mortgages and bills of sale .....	Permanently
Duplicate deposit slips .....	1 year
Employee personnel records (after termination) .....	3 years
Employment applications .....	3 years
Expense analysis and distribution schedules .....	7 years
Financial statements (end of year, others optional) .....	Permanently
General ledgers and year end trial balance .....	Permanently
Insurance policies (expired) .....	3 years
Inventories of products, materials and supplies .....	7 years
Invoices to customers .....	7 years
Minutes-board of directors and stockholders .....	Permanently
Notes receivable ledgers .....	7 years
Outside appraisals .....	Permanently
Payroll records and summaries .....	7 years
Petty cash vouchers .....	3 years
Physical records and summaries .....	3 years
Purchase orders .....	7 years
Receiving sheets .....	1 year
Sales records .....	7 years
Subsidiary ledgers (accounts receivable, accounts payable, etc.) .....	7 years
Tax returns and worksheets, IRS and state tax notices .....	7 years
Time diaries .....	7 years
Voucher registers .....	7 years