

Amherst Public Library

RECORDS RETENTION & DISPOSITION SCHEDULE

Resolution # R-10-5-11

Records of the Amherst Public Library fall into two (2) categories: Permanent and Non-Permanent. The following list shows the retention period for specific records, which is compiled from recommendations of the Auditor of State, the Lorain County Prosecutor's Office and the Ohio Historical Society. The Fiscal Officer will adhere to this list and dispose of records accordingly.

PERMANENT

- Annual Financial Report to the State Library of Ohio
- Audit Reports
- Annual Financial Reports
- Board Minutes
- Board Policy Files
- Building Specifications
- Fiscal Officer's Monthly Financials, i.e. reports to the Board
- Historical Files
- Ohio PERS Records
- Personnel and Payroll Records

NON-PERMANENT

Record Type / Title	Retention Period
Contracts:	
Bids – Successful	17 years
Bids – Unsuccessful	3 years, provided audited
Contracts / Leases / Grants	17 years
Insurance Policies / Bonds	17 years, after expiration
Financial:	
Appropriations Ledger	3 years, provided audited
Bank Deposit Receipts	3 years, provided audited
Bank Statements	3 years, provided audited
Budgets [Annual]	10 years
Cancelled Checks	3 years, provided audited
Cash Journals	3 years, provided audited
Check Registers	3 years, provided audited
Depository Agreements	Until superseded/audited
Financial Reports to Auditor of State	25 years

Invoices	3 years, provided audited
Payroll Bank Statements	3 years, provided audited
Purchase Orders	3 years, provided audited
Time Sheets	Until no longer of administrative value
Travel Expense Vouchers	3 years, provided audited
Legal:	
Claims / Litigation Records	5 years after case is closed and appeals exhausted
Library Materials:	
Interlibrary Loan Records	Until no longer of administrative value
Lost Materials Records	Until no longer of administrative value
Materials Inventories	Until superseded
Miscellaneous:	
Bulletins	Until no longer of administrative value
Correspondence [Executive]	3 years, if no historical value
Forms Files	Until expiration
Inventories	Until superseded
Job Descriptions	Until superseded or classification abolished
Transient correspondence	Until no longer of administrative value
Unsolicited correspondence, mail, e-mail and similar unsolicited communications	Until no longer of administrative value
Copies: Reading, informational and reference	Until no longer of administrative value
Drafts, informal notes, reminder notes, videos in progress, outtakes, not used footage, bloopers, etc.	Until no longer of administrative value
Bulletins, posters, general notices and displays	Until no longer of administrative value
Blank forms	Until no longer of administrative value
Awards, newspaper articles and clippings	25 years and no longer of historical value
Electronic mail [e-mail]	Retain e-mail that has significant fiscal, legal or historical value. Maintain according to content
Equipment operating and maintenance manuals	Until equipment sold, scrapped or no longer the property of the Library
Equipment maintenance and repair records	1 year after equipment sold, scrapped or no longer the property of the Library
Computer-generated administrative and fiscal reports [non-specific and periodic]	Until no longer of administrative or fiscal value, then destroy
Voicemail, text messages, caller ID logs, pagers, activity logs and related information technology issues	Until no longer of administrative value, then erase or delete
Planning/scheduling/calendar/training information and data on display boards, erasable and dry-erase boards, chalk boards, easel pads and electronic media	Continually updated, revised, completed, superseded or erased

Hourly/daily/weekly/monthly and annual appointment books, records, calendars, organizers and planners	Until no longer of administrative value
Lists/rosters/informational directories containing employee contact information	Continually maintained, purged and updated
Facsimile logs/cover sheets/ confirmation notices and buffer printouts	Until no longer of administrative value
Anonymous or unfounded complaints	Until no longer of administrative or legal value
General photographs, negative and electronic images	Retain images that have significant legal, fiscal, administrative or historical value. Maintain significant images according to content. Erase images that have no significant value.