



## Record Retention Policy

The Putnam County District Library, like other public entities in the State of Ohio, must retain certain records from year to year. Although the Ohio Revised Code does not set guidelines for public libraries, the Board of Trustees of the Putnam County District Library adopts the following policy for records retention:

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

### Permanent

- Annual Financial Report to the Auditor of State
- Annual Report to the State Library
- Audit Reports from Auditor of State
- Board of Trustees Minutes
- Building Specifications and Plans
- Historical Files
- Library Statistics – Annual Report
- Payroll Records
- Payroll Tax Records
- Ohio Public Employees Retirement System Reports
- W-2 Forms

### Non-Permanent

- Accident Reports
- Accounting Records not specified
- Accounts Payable Ledger
- Administrative Policy and Procedure Files
- Amended Official Certificates
- Annual Budget Resolutions
- Annual Certificate of Estimated Resources
- Annual Employee Absence Summary
- Applications for Employment

- Appropriation Ledgers
- Automated System Backups
- Bank Deposit Receipts
- Bank Statements
- Bids — Successful
- Bids — Unsuccessful
- Board Agendas
- Book Inventories
- Budgets — Annual
- Canceled Checks
- Cash Journals

### Retention Period

- 5 years provided no pending action
- 5 years provided audited
- 5 years provided audited
- 1 year after superseded
- 5 years provided audited
- 5 years provided audited
- 5 years provided audited
- 4 years provided audited
- Retain with personnel record if applicant employed;  
others 1 year
- 5 years provided audited
- 3 months
- Until audited
- 4 years provided audited
- 15 years after completion of project
- 4 years After Letting of Contract provided audited
- 1 year
- Maintained online; until superseded
- 10 years
- 4 years provided audited
- 4 years provided audited

**Non-Permanent**

Cash Register Tapes  
Certificates of Total Amount From Sources Available for Expenditures  
Check Registers  
Committee Reports  
Contracts and Leases  
Deduction Authorizations  
Deferred Compensation Deduction Reports  
Depository Agreements  
Employee Handbooks  
Employee Request for Leave Forms  
Employee Schedules  
Encumbrance and Expenditure Journal  
General Correspondence  
Gift Donor Forms  
I-9 Immigration Verification Forms (retained separately from personnel files)  
ILL Records  
Incident Reports  
Insurance Policies/Bonds  
  
Inventories, except books  
Investment Reports  
Job Descriptions  
Job Postings/Advertisements of Job Openings, Promotions, Training Programs or Opportunities for Overtime Work  
Levy Campaigns and Work papers  
Levy Official Files  
Lost Books/Fine Records  
Personnel Files  
Prevailing Wages Records  
Purchase Orders  
Quarterly Payroll Reports for State  
Receipt Books  
Receipt Journals  
Record Requests  
Records Commission/Records Disposal Documents  
Software  
Time Sheets  
Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)  
Unemployment Compensation Claims  
Vehicle Maintenance Records  
Voucher with Invoices  
W-4 Forms  
Workers' Compensation Claims

**Retention Period**

Until audited  
4 years provided audited  
  
4 years provided audited  
1 year  
12 years after expiration  
Until superseded or employment terminated  
5 years provided audited  
4 years provided audited  
Until superseded  
Until audited  
Fiscal year plus two years  
5 years provided audited  
2 years  
3 years  
3 years after date of hire, or 1 year after termination of employment, whichever is later  
30 days, unless financial obligations  
5 years provided no pending action  
12 years after expiration provided all claims have been settled  
Until superseded  
4 years provided audited  
Until superseded  
One year if no action pending  
  
Life of Levy plus 5 years  
Life of Levy plus 5 years  
Once paid removed from patron history  
6 years after termination of employment  
4 years provided audited  
2 years provided audited  
75 years  
Until audited  
5 years provided audited  
2 years  
10 years  
Destroy when obsolete  
4 years provided audited  
Discretionary; retain until no longer of administrative value. E-mail pertaining to topics covered by this schedule will be printed and retained as required.  
  
4 years provided audited  
Until vehicle sold  
5 years provided audited  
Until superseded  
10 years after date of final payment

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.