

RECORDS RETENTION POLICY

The Cuyahoga Falls Library, like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Cuyahoga Falls Library adopts the following policy for records retention:

Records fall into two categories: Permanent and Non-Permanent. Retention of records may be in any commercially viable media that provides an accurate reproduction of the original record. The following list shows the retention period of specific records.

1. Permanent Retention	
Document Title	
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	
Personnel Files	
Ohio Public Employees Retirement System Reports W-2 Forms	
Time Cards	

2. Non-Permanent Retention	
Document Title	Retention Period
Accident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources Annual	5 years, provided audited
Applications for Employment	Retain with personnel record if applicant employed; Others 1 year
Appropriation Ledgers	5 years provided audited
Bank Deposit Receipts	5 years provided audited
Bank Statements	5 years provided audited
Bids - Successful	15 years after completion of project
Bids-Unsuccessful	3 years After Letting of Contract provided audited
Board Agendas	One year
Book Inventories	Maintained online; until superseded

2. Non-Permanent Retention	
Document Title	Retention Period
Budgets - Annual	10 years
Canceled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	4 years provided audited
Certificates of Total Amount From Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Committee Reports	4 years provided audited
Contracts and Leases	5 years after expiration, provided audited
Deduction Authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 year provided audited
Depository Agreements	4 years provided audited
Employee Absence Summary	Four years, provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee Schedules	Until no longer of administrative value
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	Two years
Gift Donor Forms	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later.
ILL Records	One year
Insurance Policies/Bonds	Two years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job Descriptions	Until superseded
Job postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending
Levy Official Files	Life of Levy plus 5 years
Litigation Records	5 years after case closed/appeals exhausted
Lost Books/Fine Records	Once paid removed from patron history
Patron Information	Permanent or three years after inactive
Postal Records (e. g. registered/certified/Insured logs or receipts/postal Meter documents)	2Years
Prevailing Wages Records	4 years provided audited
Purchase Orders	2 years provided audited
Receipt Books	Until Audited
Receipt Journals	5 years provided audited
Record Requests	2years
Records Commission/Records Disposal documents	10 Years
Software	Destroy when obsolete
Transient material (all informal and/or temporary messages and notes, including e-	Discretionary; retain until no longer of administrative value

2. Non-Permanent Retention	
Document Title	Retention Period
mail and voice mail messages, and all drafts used in the production of public records)	
Unemployment Compensation Claims	4 years provided audited
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Regardless of format, computer back-ups of any of the referenced records shall follow the same retention period as paper records.

Approved by the Cuyahoga Falls Library Board of Trustees, January 27, 2015