

SAMPLE LIBRARY RECORDS RETENTION SCHEDULE

*Ohio Historical Society
Local Government Records Program*

Accounts Receivable Ledger and Documents

Retention: 5 years, provided audited

Administration Visitor's Log

Retention: Permanent

Annual Employee Leave Use/Balance Report

Retention: 5 years

Annual Financial Report to the Auditor of the State

Retention: Permanent

Annual Reports

Retention: Permanent

Annual Report to State Library

Retention: Permanent

Applications for PERS Refund or Waiver

Retention: Permanent

Appropriation Ledger

Retention: 5 years, provided audited

Audit Reports

Retention: 5 years

Bank Deposit Receipts

Retention: 5 years, provided audited

Bank Statements

Retention: 5 years, provided audited

Bids (Successful)

A. Copies of successful bids to provide goods and/or services
Retention: 3 fiscal years after expiration of contract

B. Original, if made part of a contract and filed with contract
Retention: 15 years after expiration of contract

Bids (Unsuccessful)

Retention: 3 years after letting of the contract

Bi-weekly Report of Leave Use and Balances

Retention: Until incorporated in annual leave balance report

Board Policy Files

Retention: Permanent

Board of Trustees Agenda Packets

Retention: Permanent

Budgets Filed with County Budget Commission

Retention: 10 years, provided audited

Building Blueprints

Retention: Permanent

Building Projects Records (successful)

Retention: Permanent

Building Projects Records (unsuccessful)

Retention: 3 years

Building Specifications

Retention: Life of structure

Cancelled Checks

Retention: 5 years, provided audited

Cash Books and Cash Journals

Retention: 5 years, provided audited

Check Registers

Retention: 5 years, provided audited

Circulation Records

Retention: Until no longer of administrative value

Committee Meeting Minutes

Retention: Permanent

Construction Contracts

Retention: 16 years after the project is completed

Consultant Reports

Retention: 4 years

Contracts

Retention: 15 years after expiration

Correspondence-General (Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence agency policy)

Retention: 2 years

Correspondence-Routine (Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard for letters)

Retention: Until no longer of administrative value

Correspondence-Transitory messages (Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications)

Retention: Retain until no longer of administrative value

Court Orders for Payroll Deductions

Retention: 2 years after termination of employment or order rescinded

Documentation of Leave

Retention: 5 years, provided audited

Depository Contracts and Related Collateral

Retention: 5 year after the contract has expired, provided audited

E-Mail

Retention: Retain according to content

Employee Earning Records

Retention: 5 years after termination of employment or order rescinded

Employee Withholding Requests

Retention: Until replaced or revoked by employee

Employment Applications

Retention: 7 year after receipt

Employer Quarterly Federal Tax Return

Retention: 5 years, provided audited

Expense Records

Retention: 5 years

Formal Legal Opinions

Retention: Permanent

Garnishment Orders

Retention: 5 years after termination of employment or order rescinded

Grant Files

Retention: 5 years provided all state of federal audits have been conducted, the Audit reports released and litigation, claims, or audit findings have been resolved

Incident/Accident Reports

Retention: 5 years

Insurance Policies

Retention: 2 years after expiration, provided all claims settled

Interlibrary Loan Records

Retention: 2 years

Inventories (Property)

Retention: 5 years provided audited

Investments

Retention: 5 years, provided audited

Leases**A. Equipment**

Retention: 2 years after expiration

B. Real estate

Retention: 5 years after expiration, provided audited

Library Card Applications

Retention: 6 years

Library News Releases

Retention: 4 years

Library Publications

Retention: 2 years

Litigation Records

Retention: 5 years after case is closed and appeals exhausted

Meeting Room Applications

Retention: 1 year

Minutes of Board of Trustee Meetings

Retention: Permanent

Monthly Financial Reports to Library Board

Retention: 5 years, provided audited

Monthly Statistical Reports

Retention: Until incorporated into year end report

Operating Procedures

Retention: Permanent

Overdue Circulation Records

Retention: 3 years

Payroll Journal/Ledgers

Retention: 5 year, provided audited

Payroll Reports

Retention: 5 years, provided audited

Personnel Files

Retention: 2 years after termination of employment purge extraneous records.
Retain retirement waivers, service record and leave balances permanently.

Personnel Policies

Retention: Permanent

Petty Cash Records

Retention: 5 years, provided audited

Purchase Orders/Requisitions

Retention: 5 years, provided audited

Real Property Acquisition Records

Retention: 5 years after asset is sold

Reports to Retirement Systems

Retention: 50 years

State Income Tax Report

Retention: 25 years

Survey Reports

Retention: 4 years

Training Manuals

Retention: Until no longer of administrative value

Vouchers

Retention: 5 years, provided audited

Tax Withholding Reports

Retention: 6 years, provided audited

Technology Plans

Retention: Permanent

Timesheets

Retention: 5 years, provided audited

Video Recordings/Tape of Proceedings

Retention: 1 year

W-2 Forms

Retention: 6 years, provided audited

W-4 Forms

Retention: Until superseded or employee terminates

Workers Compensation Claims

Retention: 7 years after termination of employment

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