



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

 (Local Government Entity)

 (Unit)

 (Signature of Responsible Official)

 (Name)

 (Title)

 (Date)

Section B: Records Commission

 Records Commission

 (Telephone Number)

 (Address)

 (City)

 (Zip Code)

 (County)

To have this form returned to the Records Commission electronically, include an email address:

 I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

 Records Commission Chair Signature

 Date

Section C: Ohio History Connection - State Archives

 Signature

 Title

 Date

Section D: Auditor of State

 Signature

 Title

 Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Library Suggested Records Retention Schedule

This schedule lists records commonly created by libraries. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The library should also notate the media type of the records when filling out the Records Retention Schedule (RC-2). The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats.

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Before this records retention schedule is considered in effect for a particular library it must first be documented on a Records Retention Schedule (RC-2) and signed by a local responsible official, local records commission chair, the State Archives, and the State Auditor's Office. The RC-2 and other forms can be found at: www.ohiohistory.org/lgr.

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Board of Trustee Records					
	Annual Report to the Board of Trustees - Reports presented to the board documenting the library's services and finances. Record may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues faces the library over the year. May also included audits, circulation, administrative, and financial reports.	Permanent			<input type="checkbox"/>
	Board Member Appointment Files - Correspondence and supporting documents related to the appointment of members to the library's board of trustees.	Permanent			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Board of Trustee Records					
	Meeting Minutes and Records – Records documenting the proceedings of the library board of trustee meeting, including meeting minutes, agendas, and supporting documentation. Records document changes to policies, resolutions, and correspondence. Supporting documents may include copies of librarian/director reports, financial reports, circulation reports, budgets, financial audits, committee reports, minutes, library publicity materials, or newspaper clippings.	Permanent			<input type="checkbox"/>
	Bylaws - Records created and amended by the board to state the purpose of the library, establish the structure and responsibility of the board, and state the manner in which the library will meet regulatory requests and best practices.	Permanent			<input type="checkbox"/>
	Records Commission Records (ORC 149.411) - Records relating to the duties of the library records commission, including meeting minutes, correspondence, public records policy, records retention schedules (RC-2), one-time disposal forms (RC-2), certificates of records disposal (RC-3) and/or internal disposal forms, and other related documents.	Permanent			<input type="checkbox"/>
	Policies, Procedures, and Directives - Policies approved by the Board of Trustees. May include public services policies and personnel manuals.	Until superseded			<input type="checkbox"/>
	Strategic Planning, Final Approved Plan - The final version for the strategic plan approved by the Board of Trustees.	Permanent			<input type="checkbox"/>
	Annual Report to the Auditor of State - Records documenting the library's financial condition and evaluating the accounting practices of the previous year. The annual financial report includes an income statement, an expense statement, and notes to explain any discrepancies.	Permanent			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Board of Trustee Records					
	Director's Board Reports - Reports to the Board of Trustees summarizing current issues facing the library such as the administrative report and the communications report. The reports can be both narrative and statistical in nature and include information received from department heads and coordinators.	2 years			<input type="checkbox"/>
	Monthly Statistical Reports - Record of circulation and other library statistics.	Until incorporated into year-end report			<input type="checkbox"/>
	Strategic Planning Documentation - Records used to outline the mission and long-term goals for the library. These records are used in developing the final strategic plan.	Until no longer of administrative value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Activity Reports - Reports compiled to detail financial, statistical, and/or operational data.	2 years			<input type="checkbox"/>
	Agendas - A list of items to be discussed and/or acted upon during a meeting.	2 years			<input type="checkbox"/>
	Audiovisual, Public Relations & Training Materials - Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete, or replaced. Appraise for historical value			<input type="checkbox"/>
	Backup Data - Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data			<input type="checkbox"/>
	Badges and IDs - Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy			<input type="checkbox"/>
	Bids (Successful) (ORC 2305.06) - Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.				
	Contracts prior to 2012	15 years			<input type="checkbox"/>
	Contracts from 2012-2021	8 years			<input type="checkbox"/>
	Contracts after June 14, 2021	6 years			<input type="checkbox"/>
	Bids (Unsuccessful) - Bids not awarded.	2 years after letting of the contract			<input type="checkbox"/>
	Blank Forms - Obsolete, unneeded, or superseded forms stock.	Until obsolete or superseded			<input type="checkbox"/>
	Bulletins, Posters, And Notices To Employees - Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value			<input type="checkbox"/>
	Calendars/Planners - Electronic or manual calendars and planners used to track meetings, assignments, and tasks.	2 years			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Compliance Reports - Standard reports required to be filed by regulatory agencies.	5 years			<input type="checkbox"/>
	Continuing Education Certifications / Class / Seminars / Training Attendance Records - Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file			<input type="checkbox"/>
	Contracts (ORC 2305.06) - Legal agreements with individuals, organizations, or entities to procure goods and/or services.				
	Contracts prior to 2012	15 years			<input type="checkbox"/>
	Contracts from 2012-2021	8 years			<input type="checkbox"/>
	Contracts after June 14, 2021	6 years			<input type="checkbox"/>
	Copies Of Records - Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value			<input type="checkbox"/>
	Correspondence, Transient - Communications which convey information of temporary importance in lieu of oral communication; i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value; file with related records if content requires longer retention			<input type="checkbox"/>
	Correspondence, General - Requests for information pertaining to interpretations and other miscellaneous inquiries. Informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years; file with related records if content requires longer retention			<input type="checkbox"/>
	Correspondence, Substantive - Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention			<input type="checkbox"/>
	Delivery Slips / Packing Slips - Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Directories / Lists / Rosters - Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced			<input type="checkbox"/>
	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) - Documents plans and procedures to protect and reestablish library operations in the event of a disaster.	Until updated or superseded			<input type="checkbox"/>
	Disciplinary Hearings - A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				
	A) Audio and video recordings	1 year			<input type="checkbox"/>
	B) Report of proceedings	Place in personnel file			<input type="checkbox"/>
	C) Transcripts	5 years			<input type="checkbox"/>
	Drafts / Transient Records - Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value			<input type="checkbox"/>
	Equipment Maintenance Records - Files documenting ownership, warranties, routine maintenance and repair of library owned equipment.	Life of the equipment			<input type="checkbox"/>
	Fax Records				
	A) Documentation - Fax machine generated cover sheets, confirmation notices and buffer printouts.	Until no longer of administrative value			<input type="checkbox"/>
	B) Logs - Register of fax messages sent and received.	1 year			<input type="checkbox"/>
	C) Messages - Communications sent and received using a fax machine.	Treat as correspondence			<input type="checkbox"/>
	Fee Schedules - Fees for goods or services provided by the library.	Until updated, superseded, or obsolete			<input type="checkbox"/>
	Fuel Usage Records - Charge slips and receipts for vehicles. Contains date, care, amount, and cost.	3 years			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Grant Application (Not Funded) - Applications for grants not ultimately funded.	1 year			<input type="checkbox"/>
	Image File - Visual documentation of a person, place, or event.	Until no longer of administrative value; appraise for historical value			<input type="checkbox"/>
	Grant Files - Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings			<input type="checkbox"/>
	Image File - Visual documentation of a person, place, or event.	Until no longer of administrative value; appraise for historical value			<input type="checkbox"/>
	Insurance Policies - (ORC 2305.10) Documents listing terms and conditions between library and insurance providers.	2 years after expiration, provided all claims settled and appeals exhausted			<input type="checkbox"/>
	Insurance Records - Fiscal and administrative records generated in the administration of insurance policies.	2 years after expiration of associated policy, provided all claims settled and appeals exhausted			<input type="checkbox"/>
	Job Descriptions - Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.	Until superseded or classification abolished			<input type="checkbox"/>
	Legal Advertisements / Notices - Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	1 year or until superseded			<input type="checkbox"/>
	Legal Opinions - These records are provided by legal firms or the county prosecutor's office.	Permanent			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Licenses, Permits, Certifications - Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration			<input type="checkbox"/>
	Litigation Records - Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted			<input type="checkbox"/>
	Mailing Lists - List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete			<input type="checkbox"/>
	Management and Operations Reports - Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	5 years			<input type="checkbox"/>
	Manuals, Handbooks - Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced; appraise for historical value			<input type="checkbox"/>
	Material Safety Data Sheets - Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded			<input type="checkbox"/>
	Meeting Notices - Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	1 year			<input type="checkbox"/>
	Meeting Records, Internal Staff - These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.	2 years			<input type="checkbox"/>
	Organizational Chart (Table of Organization) - A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded			<input type="checkbox"/>
	Press / News Releases - Information disseminated to the public through media outlets.	Until no longer of administrative value; appraise for historical value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Professional Association Records - Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value			<input type="checkbox"/>
	Project Plans / Drawings - Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete; appraise for historical or operational value			<input type="checkbox"/>
	Public Hearings - A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.				
	A) Audio and video recordings	1 year			<input type="checkbox"/>
	B) Report of proceedings	Permanent			<input type="checkbox"/>
	C) Transcripts	5 years			<input type="checkbox"/>
	Records Inventory - A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superseded			<input type="checkbox"/>
	Records Requests - (ORC 149.43) Requests to inspect and review public records.	2 years			<input type="checkbox"/>
	Records Retention And Disposition Forms - Records, also called RC-1, RC-2, and RC 3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent			<input type="checkbox"/>
	Research Records - Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Until no longer of administrative, fiscal, or legal value			<input type="checkbox"/>
	Scrapbooks - Compilation of materials for retention of institutional memory.	Appraise for historical value			<input type="checkbox"/>
	Service Requests - Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Speeches / Presentations - Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value/ appraise for historical value			<input type="checkbox"/>
	Statements of Qualifications - (ORC 153.66) Submitted and regularly updated by professional design firms wishing to provide professional design services.	2 years			<input type="checkbox"/>
	Surveillance Tapes / Videos - Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided no action pending			<input type="checkbox"/>
	Surveys & Questionnaires - Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value			<input type="checkbox"/>
	Telephone Bills and Logs – Records related to tracking incoming and outgoing calls, including telephone logs, charges and bills.	2 fiscal years, provided audited			<input type="checkbox"/>
	Telephone Messages - Messages for recipients received via telephone.	Until no longer of administrative value			<input type="checkbox"/>
	Training Files - Documentation of employee training.	Until no longer of administrative value			<input type="checkbox"/>
	Travel Requests / Expense Reports - Requests for reimbursement for employee travel.	3 years			<input type="checkbox"/>
	Uniform Record - Records tracking the management of uniforms provided by the library.	3 years			<input type="checkbox"/>
	Vehicle Maintenance Records - Records noting repairs to and routine maintenance of library-owned vehicles.	Until vehicle sold or disposed			<input type="checkbox"/>
	Vehicle Mileage Records - Log of mileage and expenses incurred in library-owned vehicles.	Until vehicle sold or disposed			<input type="checkbox"/>
	Visitors' Log or Sign-In Sheets - Registers or logs used to track visitors visiting an office.	1 year			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
	Work Orders - Requests asking for maintenance, assistance and/or services.	1 year			<input type="checkbox"/>
	Work Schedules - Schedules noting working hours for employees.	Until no longer of administrative value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Human Resources					
	Applications For Employment - (29 CFR 1602.14 , 29 CFR 1627.3) Employment application process records. Can include recruitment files and notes, interview questions, testing results and background checks.	Retain with Personnel Record if applicant employed; others destroy after 2 years			<input type="checkbox"/>
	Claims and Litigation Files - Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOC) and Worker's Compensation.	5 years after case is closed and claims exhausted			<input type="checkbox"/>
	Classification Files - (29 CFR 1602.14 ; 29 CFR 1627.3) Records evaluating the duties, responsibilities tasks and authority level of a job. Used to determine pay or salary.	2 years			<input type="checkbox"/>
	Collective Bargaining Agreement Contracts - (ORC 2305.06) Agreements and contracts resulting from negotiations with employee bargaining units.	8 years after superseded			<input type="checkbox"/>
	Collective Bargaining Agreement Negotiation Files - Records concerning the negotiations of various union contracts.	Until no longer of administrative value			<input type="checkbox"/>
	EEO Data Sheets - Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 years			<input type="checkbox"/>
	EEO-4 Report - (29 CFR 1602.30 , 29 CFR 1602.31) Periodic report required by the federal government that indicates the position of the workforce by sex and race/ethnicity.	3 years			<input type="checkbox"/>
	Employee Assistance Program - Records related to employees sent to participate in an employee assistance program (EAP), which seeks to address unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations and completion records.	6 years			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Human Resources					
	Employee Benefits Records - (29 USC 1027) Documentation of benefits, insurance and dependents selected by each employee. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	6 years			<input type="checkbox"/>
	Employee Time Records (Accruals) - Tracks vacation, sick, and compensatory time used by employees. Final accrual report kept in permanent personnel file.	3 years			<input type="checkbox"/>
	Ethics Forms - Disclosures, verification of licenses, registrations or certification or financial disclosures required for employment.	3 years			<input type="checkbox"/>
	FMLA - (29 CFR 825.500) Disclosure and correspondence to employees utilizing leave under FMLA.	3 years			<input type="checkbox"/>
	Grievances - Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer (Union & Non-Union).	3 years after union contract expires or resolution or final response			<input type="checkbox"/>
	Health & Wellness Records - Comprehensive health program designed to maintain high level of employee well-being; includes program activity details and employee participation.	2 years			<input type="checkbox"/>
	Immigration Forms & I-9s - (8 CFR 274a.2) Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States.	3 years after date of hire or 1 year after termination whichever is later			<input type="checkbox"/>
	Intern Files - Records of students who served paid internships.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Human Resources					
	Job Descriptions - Descriptions of employee positions and job classes. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files.	Until revised, superseded or obsolete			<input type="checkbox"/>
	Job Postings - (29 CFR 1602.14 , 29 CFR 1627.3) Records created during recruitment process. May contain employment applications, resumes, background checks of applicants not hired or interview notes.	2 years			<input type="checkbox"/>
	Layoff Records/Employee Retention Points - (ORC 124.321 to 124.328 , OAC 124-7-01 , and OAC 123:1-41) Documents required by the DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions.	6 years			<input type="checkbox"/>
	Personnel Files (Short-Term Retention) - Documentation of the history and status of the employment relationship with an individual employee. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), and waiver(s).	Purge and destroy 6 years after employment termination			<input type="checkbox"/>
	Personnel Files (Long-Term Retention) - Documentation of the history and status of the status of the employment relationship with an individual employee. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers.	75 years after employment termination.			<input type="checkbox"/>
	Personnel Files, Discipline - Records documenting investigations of personnel for violations of laws, rules and/or policies that result in the issuance of an oral or written reprimand, suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination.	6 years			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Human Resources					
	Personnel Files, Medical - (45 CFR 164.316 (b)(2)(i) , ORC 149.43 , 29 CFR 825.500 , 29 USC 1027) Medical related documentation of service throughout the duration of an individual's employment.	6 years after termination			<input type="checkbox"/>
	Tuition Reimbursement Files - Acknowledgement of tuition reimbursement policy, request to participate in program, and documentation of courses completed or cancelled.	3 years			<input type="checkbox"/>
	Unemployment Files - Individual files on each unemployment claim filed. Copies; originals kept by State of Ohio.	3 years after closed			<input type="checkbox"/>
	Volunteer Files - Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	3 years after termination of service			<input type="checkbox"/>
	Worker's Compensation - (ORC 4123) Files covering claims made by employee for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc.	10 years after final payment			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Fiscal Office					
	Appropriation Ledger - This record is generated by the UAN accounting system and shows budgeted appropriations, outstanding encumbrances, unencumbered appropriation balance, and actual expenditures by appropriation account code.	3 years, provided audited			<input type="checkbox"/>
	Bank Deposit Receipts - Records serving as proof of deposit at a financial institution.	3 years, provided audited			<input type="checkbox"/>
	Garnishment Orders - Formal orders for wage garnishments such as for delinquent taxes or child support.	5 years after termination of employment or order rescinded			<input type="checkbox"/>
	Investment Journal - This record is generated by the UAN accounting system and shows all transactions affecting library investments.	5 years, provided audited			<input type="checkbox"/>
	Leases				
	A) Equipment	2 years after expiration			<input type="checkbox"/>
	B) Real estate	5 years after expiration, provided audited			<input type="checkbox"/>
	Payroll Records - Records that contain time input worksheets, base and net salary, leave balances, and all withholdings of all library employees excluding OPERS reports.	3 year, provided audited			<input type="checkbox"/>
	Personnel Payroll Files – Documentation of service related to payroll throughout the duration of an individual's employment; for all employees including Public Employees Retirement System Reports.	75 years			<input type="checkbox"/>
	W-2 and W-4 Forms - Employer's copy of calendar year record of taxable earnings and a records of employee federal exemptions.	6 years, provided audited			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Acquisition and Cataloging Records					
	Donor Files - These records (including master database) document donations of money or property, bequests and wills, and may include donor contact information, donation acknowledgement letter, date and amount of donation, and purpose of donation if specified.	Permanent			<input type="checkbox"/>
	Magazine Order Records - Records listing magazine subscriptions whether ordered separately or through subscription service.	Retain until subscription ends			<input type="checkbox"/>
	Order Records - Records document acquisitions to the library collections and track new acquisitions. The records may include order lists, acquisition records, printouts of online purchases, and electronic ordering data.	7 years after order received			<input type="checkbox"/>
	Shelf List - Consists of catalog cards for each item in the library collection. This list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings.	Retain until item is deaccessioned			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Library Use and Outreach Records					
	Display/Exhibit Files - Describe a library display or exhibit. May include name of exhibitor, dates, waiver, and contact information.	1 year			<input type="checkbox"/>
	Interlibrary Loan Records - These records track the request and return of library items with other library systems. Records indicate when and where the item was sent, when it was sent, when it is due back, and when it was returned. These records may also indicate patron requests with specific patron information.	2 years			<input type="checkbox"/>
	Internet Use Agreements - Agreements signed by patrons to follow library's internet usage policies. Documents may include a date, name, signature, birth date, and contact information.	Retain until account is closed per library policy			<input type="checkbox"/>
	Library Publications - Brochures and promotional material created by library to inform the public of services and functions.	2 years			<input type="checkbox"/>
	Library Usage Records and Agreements - These records are agreements, such as for room use (meeting rooms, study rooms), signed by patrons and may include personal or financial identification information or library card number. These documents establish that the patron agrees to abide by the Library's policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. This series may include calendars or signup sheets scheduling the use of meeting or study room.	1 year			<input type="checkbox"/>
	Library Usage Statistics - Statistics collected on library usages, items circulated, information requests, and other library sponsored activities.	1 year			<input type="checkbox"/>
	Overdue Circulation Records - Records document items overdue and the notifications sent to patrons.	Retain until item is returned or fines are paid or written off			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Library Use and Outreach Records					
	Mailing Lists - List used to distribute information and announcements to targeted groups of patrons or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information.	Retain until superseded or revised			<input type="checkbox"/>
	Patron Registration Forms – These records contain identifying information for each individual, including contact information, who may borrow materials or use Library resources. The forms may include registration or policy acknowledgement for other Library services or privileges, such as Acceptable Use of the Internet. Cards are typically signed and list personal identifying information.	Retain until account is closed per library policy			<input type="checkbox"/>
	Patron Record - Identifying information from the patron registration forms, including a card number and record of items currently borrowed, fines, holds, and any interlibrary loans.	Retain until card expires without renewal and all items are returned and fines paid			<input type="checkbox"/>
	Public Program Records - Records relating to public programs, trainings, and workshops sponsored by the library. May include planning documents, program outlines, correspondence, book lists, brochures, handouts, evaluations, presentations, digital records, and other relevant records.	3 years			<input type="checkbox"/>
	Public Program Registration Forms - Sign-up sheets, paper form, or electronic forms documenting who is registered to attend a public program sponsored by the library. May include name, address, age, and contact information.	Until no longer of administrative value			<input type="checkbox"/>

Sch. #	Records Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Building Records					
	Library Construction/Remodel Records - These records are composed of blueprints, asbestos abatement building plans, blueprints, and final construction specifications.	Permanent			<input type="checkbox"/>
	Library Building Records - These records relate to existing buildings, later improvements, asbestos abatement, new construction, renovations, installation of building systems (HVAC, electric, plumbing), windows, and lighting. They may include, work proposals, quotes, correspondence, samples (carpet, tile, paint), and other related records. They are kept for on-going reference, maintenance, or renovation.	15 years			<input type="checkbox"/>
	Building Inspections/ Certificates/ Reports/ Tests - Includes boiler and elevator inspection forms, material safety data and state elevator inspections reports, and backflow and fire sprinkler tests.	Until Superseded equipment or building no longer owned or leased			<input type="checkbox"/>
	Licenses and Permits - These records contain legally required permits and licenses for regular operation of the Library facilities and services, as well as construction. They include sales and use tax license and any building and elevator permits.	Until Superseded equipment or building no longer owned or leased			<input type="checkbox"/>
	Building Maintenance & Grounds Records - These records relate to the maintenance of the interior and exterior including the grounds for the Library buildings, such as cleaning, window washing, regular service calls, gutter cleaning, and landscaping. They may include vendor information, quotes, correspondence, service call requests, service schedules, and vendor logs/notebooks.	1 year			<input type="checkbox"/>