



Putnam County District Library

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

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Administrative Policy and Procedure Files	1 year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Annual Employee Absence Summary	4 years provided audited
Applications for Employment	Retain with personnel record if applicant employed; others 1 year
Appropriation Ledgers	5 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	Until audited
Bank Statements	4 years provided audited
Bids – Successful	15 years after completion of project
Bids – Unsuccessful	4 years After Letting of Contract provided audited
Board Agendas	1 year
Book Inventories	Maintained online; until superseded

Non-Permanent**Retention Period**

Budgets — Annual	10 years
Canceled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount From Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Committee Reports	1 year
Contracts and Leases	12 years after expiration
Deduction Authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee Schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	2 years
Gift Donor Forms	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	3 years after date of hire, or 1 year after termination of employment, whichever is later
ILL Records	30 days, unless financial obligations
Incident Reports	5 years provided no pending action
Insurance Policies/Bonds	12 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 Campaigns and Work papers	Life of Levy plus 5 years
Levy Official Files	Life of Levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Personnel Files	6 years after termination of employment
Prevailing Wages Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Record Requests	2 years
Records Commission/Records Disposal Documents	10 years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
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)	Discretionary; retain until no longer of administrative value. E-mail pertaining to topics covered by this schedule will be printed and retained as required.
Unemployment Compensation Claims	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded

Non-Permanent

Retention Period

Workers' Compensation Claims

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.