



## **Records Retention**

### **Library Records**

The records of the Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1*.

The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.

### **Incorporation, chartering and registration records:**

Retention: Permanent

### **Directory of Public Library System and member libraries, prepared by public library system (member library's copy)**

Retention: 0 after superseded or obsolete

### **Borrowing or loaning records, including interlibrary loan:**

Retention: 0 after no longer needed

### **Catalog of holdings**

a. Manuscript or published catalog:

Retention: Permanent

b. Continuously updated catalog:

Retention: 0 after superseded or obsolete

### **Individual title purchase requisition which has been filled or found to be unfillable:**

Retention: 1 year

### **Records documenting selection of books and other library materials:**

Retention: 0 after no longer needed

**Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision:**

Retention: 6 years after last entry

**Note:** Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

**Patron registration for use of rare, valuable or restricted non-circulating materials:**

Retention: 6 years

**Confidentiality**

**Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the [NYS Committee of Open Government](#)**

**Business Records and Documents**

While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements that MHLS recommends libraries follow. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored by the Treasurer of the Board of Trustees.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years

Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

**Approved by the Board of Trustees December 9, 2008**