



## RECORDS RETENTION POLICY

### **Purpose**

The mission of the Marion Public Library is to serve the residents of the Town of Marion, who are of varied ages and of many economic and educational levels, and possess a wide range of interests and viewpoints. We attempt to fill the informational, recreational, cultural and educational needs of our users, and to encourage non-users to avail themselves of our services.

Records and administrative documents that provide planning, decision making, and operational information can assist in that mission. Therefore, the Marion Public Library has adopted this Records Retention Policy to establish an institutional archive and to ensure that the system is in compliance with all laws and regulations relating to records management.

The primary goals of Marion Public Library Records Retention Policy are to:

- Establish guidelines for complying with legal, fiscal, and administrative requirements for records retention
- Maintain a consistent records management program
- Consider the historical value of documents before disposal. For the purposes of this policy, “records” refers to both paper and electronic documents and files, including email. Therefore, any electronic records that fall into one of the document types on the Document Retention Schedule will also be maintained for the appropriate amount of time.

### **Administration**

The Director shall be the administrator of the Records Retention Policy. The Administrator’s responsibilities include supervising and coordinating the retention, destruction, and disposal of documents pursuant to the Document Retention Schedule outlined in this policy.

### **Emergency Planning**

The Marion Library’s records will be stored in a safe, secure, and accessible location. Documents and financial files that are essential to system operations will be duplicated and/or backed-up regularly.

### **Records Retention Schedule, stored in the Library:**

Board of Trustee Meeting Minutes	Permanently
Cash Disbursements and Receipts	7 years
Charter, Bylaws, and Amendments	Permanently

Claim Sheets, Vouchers, and Supporting Bills	7 years
Correspondence (legal and important matters)	Permanently
Correspondence (patrons and vendors)	2 years
Employee Benefit Plans	Permanently
Employer Identification (EIN)	Permanently
Employment Applications	3 years
Grant Applications, Agreements, Narratives, Evaluations, and Closeout Reports	7 years after close of grant
Inventories of Materials, Equipment, and Supplies	7 years
IRS Exemption Determination Letter (Federal and State)	Permanently
Personnel Files	Permanently (NYSLRS recommendation)
Policies and Procedures Manual Current version noted with dates of revision	Permanently
Property Deeds, Mortgages, and Bills of Sale	Permanently
Long-Range Plans/Plans of Service	7 years after expiration
Timesheets	7 years
Year-End Financial Statements	Permanently

**The Following information is stored in the Marion Town Hall:**

Accounts Payable Ledgers and Schedules	7 years
Accounts Receivable Ledgers and Schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	7 years
Bank Statements	7 years
Cancelled Checks (important or special purchases)	Permanently
Cancelled Checks (routine purchases)	7 years
Chart of Accounts	Permanently
General Ledger and Journal	Permanently
Insurance Policies	Permanently
Insurance Records, Accident Reports, Workers Compensation, and other Claims	Permanently
Internal Audit Reports	3 years

Licenses and Permits Permanently Payroll Records	7 years
Retirement and Pension Records	Permanently
Tax Returns, Worksheets, and Rulings	Permanently

**Document Destruction & Disposal**

The Administrator is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction and disposal. Destruction of financial and personnel-related records will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.<sup>3</sup>

**Compliance**

Unauthorized removal or modification of records from the Marion Public Library is not permitted. Destruction or disposition of records not in accordance with the Records Retention Schedule is prohibited.

**Ongoing Use Evaluation**

The Records Retention Policy will be periodically evaluated in relation to the mission of the Marion Library and in accordance with all local, state, federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved at a regular meeting of the Board of Trustees. Questions or concerns regarding Marion Public Library’s records or this policy should be forwarded to the Manager.

ADOPTED by the Marion Public Library Board of Trustees 03/15/2022