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RECORDS RETENTION AND REMOVAL POLICY

Purpose

The primary goals of this policy are to ensure the proper management of Library records according to law and recommended practice:

- Establish guidelines for complying with legal, fiscal, and administrative requirements for records retention as outlined in New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law
- Maintain a consistent records management program
- Consider the historical value of documents before disposal

“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.

Confidentiality

New York State Civil Practice Law & Rules 4509, 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.

Record Retention Schedule

To access the most current schedule please see the link below, and use the search schedule function for quick reference.

<https://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

Record(s)	Years Retained
Accounts Payable Ledgers and Schedules	6 years
Accounts Receivable Ledgers and Schedules	6 years

Agendas and other Board Meeting Documents	6 years
Audit Reports	Permanently
Bank Reconciliations	6 years
Bank Statements	6 years
Board of Trustee Meeting Minutes	Permanent
Cash Disbursements and Receipts	6 years
Cancelled Checks (important or special purchases)	Permanently
Cancelled Checks (routine purchases)	6 years
Charter, Bylaws, and Amendments	Permanently
Chart of Accounts	Permanently
Claim Sheets, Vouchers, Purchase orders and Supporting Bills	6 years
Correspondence (legal and important matters)	Permanently
Correspondence (customers and vendors)	2 years
Depreciation Schedules	Permanently
Employee Benefit Plans	6 years
Employer Identification (EIN)	Permanently
Employment Applications	3 years
General Ledger and Journal	Permanently
Grant Applications, Agreements, Narratives, Evaluations, and Closeout Reports	6 years after close of grant
Insurance Policies	Permanently
Insurance Records, Accident Reports, Workers Compensation, and other Claims	Permanently
Internal Audit Reports	6 years
Inventories of Materials, Equipment, and Supplies	6 years
Invoices to Customers and Member Libraries	6 years
IRS Exemption Determination Letter (Federal and State)	Permanently
Licenses and Permits	Permanently
Payroll Records (Detailed)	55 years

Payroll Records (Timesheets)	6 years
Personnel Files	Permanently
Policies and Procedures Manual	6 years after superseded
Property Deeds, Mortgages, and Bills of Sale	Permanently
Property Leases	Permanently
Property Tax	Permanently
Receiving Paperwork from Technical Services	1 year
Retirement and Pension Records	Permanently
Strategic and Long Range Plans	6 years after expiration
Tax Returns, Worksheets, and Rulings	Permanently
Trademark Registrations and Copyrights	Permanently
Year-End Financial Statements	Permanently

Document Destruction & Disposal

The Library Director 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.

Compliance

Unauthorized removal or modification of records 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 Newark Public Library and in accordance with all local, state, and federal laws and regulations by the Executive Director, Business & Personnel Manager, and Board of Trustees. The Library Director may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved by the Board of Trustees.

Questions or concerns regarding Newark Public Library records or this policy should be directed to the Library Director.

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Adopted by the Newark Public Library Board of Trustees, January 14, 2021
Amended by Board of Trustee: 12/14/2023
Reviewed by Policy Committee: 11/15/23