

Geauga County Public Library  
Policy Manual

Section: Records Retention And Disposal Of Records  
 Number: 370  
 Effective Date: June 19, 2007  
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The Geauga County Public Library System, like other public entities in the State of Ohio, must retain records from year to year. The Board of Trustees of the Geauga County Public Library has created a Records Commission according to guidelines set forth in Ohio Revised Code 149.411: The function of the commission is to review applications for one-time disposal of obsolete records and schedules of records retention.

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be in 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 of the State Auditor's office and the Ohio Historical Society.

<b>Schedule Number</b>	<b>Record title and description</b>	<b>Retention Period</b>	<b>For use by Auditor of State or OHS-LGRP</b>
	<b>PERMANENT</b>		
1100	Annual Director's Report	Permanent	
1101	Annual Report to the State Library	Permanent	
1102	Audit Reports	Permanent	
1103	Board Minutes	Permanent	
1104	Board Policy Files	Permanent	
1105	Budget – Part of Minutes	Permanent	
1106	Building Specifications	Permanent	
1107	Capital Outlay Files	Permanent	
1108	Committee Reports – Part of Minutes	Permanent	
1109	Director's Monthly Report	Permanent	
1110	Donation Records	Permanent	
1111	Employee History Record	Permanent	

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1112	Historical Files	Permanent	
1113	Library Statistics Annual Reports	Permanent	
1114	OPERS Records	Permanent	
1115	Payroll records (annual)	Permanent	
1116	Payroll – Annual Summary Payroll History Report	Permanent	
1116	Treasurer’s Report to the Board	Permanent	
	<b>CONTRACTS</b>		
1200	Bids Successful (to provide goods or services)	17 years after expiration 3 years if audited	
1201	Bids Unsuccessful (to provide goods or services)		
1202	Contracts (other), Leases, Grants	15 years	
1203	Insurance Policies, Bonds	15 years after expired provided audited and claims settled	
	<b>EMPLOYEE FILES/PAYROLL</b>		
1300	Accident and Incident Reports *reports for minors (3 years beyond reaching majority)	5 years	
1301	Employee Handbooks, Job Descriptions	Until superseded	
1302	Employee Personnel Files, Including: Court orders, Leave requests, W-2,W-4, I-9,IT-4, Workers Compensation Claims, Emergency Contact forms	10 years after termination	
1303	Employment Applications	2 years if not hired	

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1304	Payroll Reports	5 years, provided audited	
1305	Payroll Journal/Ledgers	5 years, provided audited	
1306	Employee Leave Use/Balance Report	5 years if audited	
1307	Payroll Schedule (yearly listing)	50 years	
1308	Tax Records	25 years	
	<b>FINANCIAL</b>		
1400	Accounts Payable/Receivable Ledger	3 years if audited	
1401	Appropriation Ledger	3 years if audited	
1402	Bank Deposit Receipts, Statements	3 years if audited	
1403	Budgets (Annual)	10 years if audited	
1404	Cancelled Checks	3 years if audited	
1405	Cash Journals	3 years if audited	
1406	Cash Register Tapes and Logs	Until audited	
1407	Check Registers	3 years if audited	
1408	Depository Agreements	Until superseded and audited	
1409	Auditor of State Financial Reports	25 years	
1410	Invoices	3 years if audited	
1411	Investment Records	3 years if audited	
1412	Ledgers (other)	3 years if audited	
1413	Monthly Reports	Until incorporated into year end reports	

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1414	Payroll Bank Statements	3 years if audited	
1415	Payroll Reports (monthly)	7 years if audited	
1416	Petty Cash Records	3 years if audited	
1417	Purchase Orders, Requisitions	3 years if audited	
1418	Receipt Journals	3 years if audited	
1419	Time Sheets	3 years if audited	
1420	Travel Expense	3 years if audited	
1421	Vouchers	3 years if audited	
	<b>LEGAL</b>		
1500	Claims and Litigation Records	5 years after case if closed and appeals exhausted	
1501	Legal Opinions	10 years provided audited	
	<b>LIBRARY MATERIALS</b>		
1600	Book Inventories	Until superseded	
1601	Circulation, Patron Records	Until of no administrative value	
1602	Interlibrary Loan Records	Until of no administrative value	
1603	Lost Book Records	Once paid for, retained until no administrative value	

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MISCELLANEOUS			
1700	Agendas	10 years	
1701	Computer Back Ups	Until superseded	
1702	Computer Booking Logs	Daily	
1703	Correspondence - (Executive)	1 year	
1704	Correspondence - (General)	Retain according to content	
1705	Correspondence - (Routine)	Until of no administrative value	
1706	Correspondence - (Transitory)	Until of no administrative value	
1707	Digital Records, Electronic Documents Follow retention for Correspondence	Same as schedules 1703-1706	
1708	Inventories	Until Superseded	
1709	Job Descriptions	Until Superseded Or Eliminated	
1710	Meeting Room Applications	Until of no longer of administrative value	
1711	Publications	4 years, unless historic value	
1712	News Releases	4 years, unless historic value	
1713	Operating Procedures	25 years	
1714	Real Property Acquisition Records	5 years after asset is sold	
1715	Software	Destroy if obsolete	

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1716	Tape of Proceedings	Destroy once transcribed	
1717	Training Manuals	Until superseded	
1718	Transitory Materials (all formats)	Until of no administrative value	
1719	Workers Compensation Claims	10 years after termination of employment and claim settled	
1720	Visitors Log	Until no longer of administrative value	

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