

BOARD OF TRUSTEES POLICY

Business Record Retention Policy #10

Original: September 17, 2004

Revised: December 19, 2013

Reviewed: 0/00/2016

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

Record Retention Guidelines

The Tipp City Public Library, like other public entities in the State of Ohio, must retain records from year to year. Although the Ohio Revised Code does not set guidelines for libraries, the Tipp City Public Library Board of Trustees adopts the following policy for record retention.

The Fiscal Officer will prepare a list of records to be disposed of following the completion of a biennial state audit. The Board of Trustees will approve the list prior to disposal. The list shall become an exhibit to the minutes of the Board.

Records shall fall into two categories: permanent and non-permanent. Retention of records may be in the form of electronic media, print or tape. The following list shows the retention period of specific records as defined and approved by the Ohio Historical Society and the Auditor of the State of Ohio.

PERMANENT

Annual Report to State Library
Annual Financial Report to Auditor of State
Annual Reports
Audit Reports from the Auditor of State
Board of Trustees Agenda Packets
Building Projects Records (successful)
Committee Meeting Minutes
Donation Records
Formal Legal Opinions
Minutes of Board of Trustees
OPERS Reports
W-2 Forms – after 2007
Policies – Personnel
Policies - Board

NON-PERMANENT	RETENTION PERIOD
Appropriations Ledger	6 years, audited
Audit Reports	6 years, audited
Bank Deposit Receipts	6 years, audited
Bank Statements	6 years, audited
Bids (successful)	15 years after expiration of contract
Bids (unsuccessful)	3 years
Budget Filed with County Budget Commission	10 years, audited
Cancelled Checks	6 years, audited
Cash Journals	6 years, audited
Check Registers	6 years, audited
Circulation Records	Until no longer of administrative value
Constructions Contracts	16 years after the project is completed
Consultant Reports	4 years
Contracts	15 years after expiration
Correspondence – General	2 years
Correspondence – Routine	Until no longer of administrative value
Correspondence – Transitory messages	Until no longer of administrative value
Documentation of Leave	6 years, audited
Depository Agreements and Related Collateral	5 years after contract has expired
E-Mail	Retain according to content
Employee Earning Records	5 years after termination
Employee Withholding Requests	6 years, audited
Employer Quarterly Federal Tax Return	6 years, audited
Grant Files	6 years, audited
Incident/Accident Reports	5 years
Insurance Policies	15 years after expiration
Interlibrary Loan Records	2 years
Inventories	6 years, audited
Leases – Equipment	2 years after expiration
Leases – Real Estate	5 years, audited, after expiration
Invoices and Vouchers	6 years, audited
Monthly Financial Reports	6 years, audited
Payroll Reports	6 years, audited
Personnel Files	2 years after termination – Retain service record and leave balances
Petty Cash	6 years, audited
Purchase Orders	6 years, audited
Tax Withholding Reports	6 years, audited
Time Sheets	6 years, audited
Vouchers	4 years, if audited
W-2 Forms	6 years,
Workers Compensation Claims	7 years after termination