

East Cleveland Public Library

Records Retention Policy

It is the practice of the East Cleveland Public Library to retain certain records from year to year. Although the Ohio Revised Code does not set forth guidelines for public libraries, the Board of Trustees of the East Cleveland Public Library, acting as the library's Records Commission, adopts the following policy for records retention.

Records 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, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

Permanent:

- Annual Director's Report
- Annual Financial Report to the State Auditor (CAFR)
- Annual Statistical Report to the State Library
- Audit Reports from the Auditor of State
- Board of Trustee Minutes
- Deferred Compensation Deduction Reports and Statements
- Dependent Benefit Coverage Forms
- Current Fixed Asset Inventories
- Historical Files
- Personnel and Annual Payroll Summary Reports
- PERS Record

Non-Permanent:

Retention Period:

Contracts:

Bids - Successful	4 years after project completion provided audited
Bids - Unsuccessful	4 years provided audited
Contracts, Leases, Grants	4 years after expiration provided Audited
Insurance Policies/Bonds	4 years after expiration

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Employee Files:

Accident Reports/Incident
Employee Personnel Files - including
Leave requests (sick & vacation),
W-2, W-4, I-9, IT-4, Workers Compensation
claims, Emergency Contact forms.

4 years provided audited
10 years after termination

Employment applications

6 months active; 1½ years inactive,
if not hired

Unemployment Compensation Claims

4 years after case closed and appeals
exhausted provided audited

Financial:

Accounts Payable Ledger
Appropriation Ledger
Bank Deposit Receipts
Bank Statements
Budgets (Annual)
Canceled Checks
Cash Journals
Gift Donor Cards
Check Registers
Depository Agreements
Invoices with Vouchers
Payroll Bank Statements
Payroll Tax Records
Petty Cash Reports
Purchase Orders
Receipt Journals
Time Sheets & supportive documents
(i.e.: department schedules)
Travel Expense Vouchers

3 years provided audited
3 years provided audited
3 years provided audited
3 years provided audited
10 years
3 years provided audited
3 years provided audited
3 years provided audited
3 years provided audited
Until superseded/audited
3 years provided audited
3 years provided audited
6 years provided audited
3 years provided audited

3 years provided audited

Legal:

Claims and Litigation Records

5 years after case is closed and
appeals exhausted

Library Materials:

Book Inventories

Maintained Online until
superseded

Interlibrary Loan Records

7 days after materials are returned
unless there are financial
implications

Lost Book/Fine Records

Once paid for, removed from patron
history

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Miscellaneous:

Library Bulletins	30 days after obsolescence
Correspondence (Executive), including electronic mail	1-5 years if no historical value
Board Working Papers	3 years provided audited and no historical value
Form Files	Until expiration
Inventories	Until superseded
Position Descriptions	Until superseded or classification abolished
Patron information	Permanent, or 3 years if inactive.
Circulation Information	Maintained online until materials are Returned

Regardless of format, computer back-ups of any of the above referenced records shall follow the same retention period as paper records.

“Provided audited” is defined as the Auditor of State’s office has audited the fiscal years encompassed and the audit report has been duly released.

This Policy will be reviewed by the Local Government Records Program of the Ohio Historical Society and the Records Officer of the Auditor of State.

Approved by the Board of Library Trustees, February 19, 2022

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