



## DOCUMENT RETENTION POLICY

Adopted: 08/09/18

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Walworth-Seely Public Library (WSPL) as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Trustees, WSPL staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

**Administration:** Library Director shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The WSPL Library Director shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The may also modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

**Privacy:** It shall be the responsibility of the WSPL Library Director to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**Electronic Documents and Records:** Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning:** WSPL's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping WSPL operating in an emergency will be duplicated or backed up at least every week.

**Document Destruction:** The WSPL Library Director is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel- related documents 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 from WSPL is not permitted. Destruction or disposition of records not in accordance with the Schedule below is prohibited.

## **Document Retention Schedule**

### **Document Type**

### **Retention Period**

#### **Accounting and Finance**

Accounts Payable Ledger and Schedules	7 years
Accounts Receivable Ledger and Schedules	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Reconciliations	7 years
Bank Statements, Deposit Books and Deposit Slips	7 years
Cash Disbursements	Permanent
Cash Receipts	Permanent
Cancelled Checks – routine	7 years
Cancelled Checks – special (taxes, loan payments)	Permanent
Chart of Accounts	Permanent
Check Copies/Stubs	7 years
Claim Sheets (Vouchers) and supporting bills	7 years
Depreciation Schedules	Permanent
General Journal	Permanent
General Ledger	Permanent
Invoices to Customers	7 years
Payroll Records	55 years
Time Cards and Employee Absence Records	7 years

#### **Grants Received and Disbursed**

Grant Applications, Proposal Agreements, Annual Report for Approved Grants	7 years after close of grant
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#### **Corporate and Exemption**

Agendas and Other Board Meeting Docs	7 years
Board of Trustee Meeting Minutes	Permanent
Bylaws and Amendments	Permanent
Charter	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent



Employee Identification (EIN)

Permanent

### **Correspondence and Internal Memoranda**

Correspondence and internal memoranda  
Important to the organization or having lasting  
Significance  
review

Permanent, subject to

### **Electronic Mail (Email) to or from the organization**

Electronic mail relating to a particular topic otherwise addressed in this Schedule  
should be retained for the same period as the topic to which they relate, but may be  
retained in hard copy form with the documents to which they relate.  
Emails considered important to the organization  
Or of lasting significance should be printed and stored  
review

Permanent, subject to

### **Employment, Personnel and Retirement**

Employee Applications  
Employee Benefit Plans  
Personnel Records (NYS Retirement Recommendation)  
Retirement/Pension records (NYS Retirement)

3 years  
Permanent  
Permanent  
Permanent

### **Insurance**

Accident Reports and Insurance Claims Records  
Property, D&O, Workers' Compensation and  
General Liability Insurance Policies

7 years  
Permanent

### **Legal and Contracts**

Contracts, related correspondence and  
Supporting documentation (Expired)  
Contracts, related correspondence and other  
Supporting documentation (Still in Effect)  
Legal Correspondence

7 years after termination  
Permanent  
Permanent

### **Management and Miscellaneous**

Strategic Plans  
Policies and Procedures Manual  
revision history

7 years after expiration  
Current version with



### **Property – Real and Personal**

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	Permanent

### **Tax**

Annual information returns (W2, W3, 1099, etc.)	Permanent
IRS Rulings	Permanent
Tax Returns and worksheets – Federal & State	Permanent

APPROVED