

## Board of Trustees Policy Records Retention Schedule

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
ADM-1	<b>Accident Reports/Patron</b> Accident reports document bodily injury to Non-employees on Library owned property.	<b>5 years provided all claims settled</b>	<b>paper and electronic</b>
ADM-2	<b>Accidents Reports/Employee</b> Accident reports document bodily injury to employees on Library owned property.	<b>5 years provided all claims settled</b>	<b>paper and electronic</b>
ADM-3	<b>ADA forms</b> A form for patrons to fill out if they have a problem using our facility.	<b>2 years</b>	<b>paper</b>
ADM-4	<b>Annual Report/Community</b> A report distributed to the community in-house with a variety of statistical information	<b>Permanent</b>	<b>paper</b>
ADM-5	<b>Borrowing Records</b> Record of items that the Patron has checked out of the library.	<b>Until item is discharged or no longer linked to borrower</b>	<b>electronic</b>
ADM-6	<b>Building Blueprints</b> A photographic reproduction of architectural plan	<b>Permanent</b>	<b>paper</b>
ADM-7	<b>Building Specifications</b> A detailed description as to actual or required size, quality, performance, etc.	<b>Life of the structure</b>	<b>paper</b>
ADM-8	<b>Collective Bargaining Agreements</b> A binding agreement between District 1199 SEIU and Euclid Public Library	<b>Until superseded</b>	<b>paper</b>
ADM-9	<b>Consultant Reports</b> Documentation study	<b>10 years</b>	<b>paper</b>
ADM-10	<b>Correspondence/General</b> Includes internal correspondence, correspondence from individuals, companies and organizations requesting information pertaining to the library, legal interpretations and other misc. inquires. This correspondence is informative, it does not attempt to influence library policy	<b>Until no longer needed to address the situation or of Admin. Value</b>	<b>paper and electronic</b>
ADM-11	<b>Correspondence/Transitory messages</b> Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications	<b>Until no longer needed to address the situation or issue</b>	<b>paper and electronic</b>
ADM-12	<b>Department Staff Meeting Minutes</b> Record of discussions	<b>2 years</b>	<b>paper</b>
ADM-13	<b>Director's Report to Board of Trustees</b> Communication documents between Director and Board as needed	<b>Permanent</b>	<b>paper or electronic</b>

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ADM-14	<b>E-Rate program documentation</b> Document yearly application process for E-rate funding	10 years after services are received	paper and electronic
ADM-15	<b>Emergency Contact Forms</b> These records provide vital contact information for an employee in the event of an emergency	2 years after termination	paper
ADM-16	<b>Employment Applications/Unsuccessful</b> Applications that were submitted for a posted position but did not result in employment	2 years if not hired	paper
ADM-17	<b>Formal Legal Opinions</b> Positive rules of the law from an attorney of legal counsel.	Permanent	paper
ADM-18	<b>Golden Buckeye Card Applications</b> Fax patron requests for replacement Golden Buckeye Cards	6 months	paper
ADM-19	<b>Health/Safety Committee Meeting Minutes</b> Minutes from committee meetings.	2 years	paper
ADM-20	<b>Historical Files</b> These records document the history of the Library system. These files may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent	paper
ADM-21	<b>Interlibrary Loan Requests</b> Requests are placed with non-Clevnet libraries when an item(s) a patron has requested is not available	Until loan transaction is completed	paper
ADM-22	<b>Job Descriptions</b> This record shows the classification, duties, and responsibilities of a particular position.	Until superseded or position is abolished	paper and electronic
ADM-23	<b>Job Review Committee Meeting Minutes</b> Record of discussions.	Permanent	paper and electronic
ADM-24	<b>Labor Management Committee Meeting Minutes</b> Record of discussions	2 years	paper and electronic
ADM-25	<b>Labor Negotiations</b> Record of discussions between union negotiating team and management team.	Permanent	paper
ADM-26	<b>Library Card Application/Adult</b> Form for adult patron to fill out to receive a library card	1 month	paper
ADM-27	<b>Library Card Application/Children or Special</b> Form must be signed by an adult accepting financial responsibility and regards to DVD's the child may check out	Until child is 18	paper
ADM-28	<b>Library News Releases</b> These are distributed to the media randomly as the topic arises	Permanent	paper

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ADM-29	<b>Library Publications</b> A monthly Liaison is distributed at the circulation desk. Library Lines is produced three times a year	Permanent	paper
ADM-30	<b>Litigation Records</b> Documentation of legal proceedings and disposition of a case involving the library	5 years after case if closed and appeals exhausted	paper
ADM-31	<b>Manager's Reports to Director</b> Document monthly activities of a department	Permanent	paper and electronic
ADM-32	<b>Meeting Room Contracts</b> These forms are completed annually in July and expire every year	3 years	paper
ADM-33	<b>Overdue Circulation Records</b> Record of material checked out that is overdue	6 months	paper
ADM-34	<b>PC Reservation Accounts</b> Uniquely identifies user of our computer tied to a computer access card	purged after 1-year/no activity	electronic
ADM-35	<b>PC Print Accounting &amp; Login Information</b> Computer Access card (8 digit & 4 digit pin) tracks the number of pages printed.	24 hours	electronic
ADM-36	<b>Policy &amp; Procedure Manual(current &amp; old)</b> Written Administrative, Circulation, Finance, HR and Public Service policies and procedures	Permanent	paper
ADM-37	<b>Security Information</b> -Security reports generated by staff and security -Yellow Security Log Sheets -Juvenile Fact Sheets -Restriction Correspondence	3 years	paper and electronic
ADM-38	<b>Standing Order Database</b> Database of non-fiction continuations	Permanent	electronic
ADM-39	<b>Statistical Reports</b> Record of circulation statistics by material type	Until incorporated into year-end report	paper
ADM-40	<b>Strategic Plan</b> Plan maintained as a framework for provision of library programs and services	Permanent	paper
ADM-41	<b>Survey Reports</b> Detailed study of gathered analyzed information	4 years	paper
ADM-42	<b>Teacher Delivery Requests</b> A record of what materials a teacher requested	1 year	paper

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ADM-43	<b>Tour, Story Time, School Visit Requests</b> Record of number of tours, story times, and School visits	1 year	paper
ADM-44	<b>Training Manuals</b> Manual maintained to train on security, emergency, and disaster procedures	Until training is completed and/or superseded	paper
ADM-45	<b>Voter Manifest Forms</b> A record of the number of people we registered to vote or change of addresses	3 years	paper
ADM-46	<b>Waivers/Art Gallery</b> A legal release form is signed by each artist who displays monthly artwork	2 years	paper
ADM-47	<b>Waivers/Photo Release</b> A signed release is made for every photo that will be used for any of our publications	Permanent	paper
ADM-48	<b>Work Schedules/Bid Sheets</b> Sign-up sheets for PTO and Sundays	2 years	paper and electronic
ADM-49	<b>Work Schedules</b> Employee weekly schedules and changes	2 years	paper and electronic
ADM-50	<b>Security Camera Video &amp; KERI Door System</b>	System Capacity	electronic
FIN-1	<b>Annual Financial Reports/Auditor of State</b> These records document the Library's financial condition and provide an auditor's opinion on the fair presentation of the financial statements	Permanent	paper
FIN-2	<b>Annual Report/State Library</b> This record is a statistical report submitted annually. It provides data about the library system such as size, hours of operation, circulation, and budgetary information	Permanent	paper
FIN-3	<b>Appropriations Ledger</b> This record is generated by KVS accounting system, shows budgeted appropriations and actual expenditures by appropriation code	4 years provided audited	paper
FIN-4	<b>Bank Deposit Receipts</b> These records serve as proof of deposit at a financial institution	4 years provided audited	paper
FIN-5	<b>Bank Statements</b> These records are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts	4 years provided audited	paper
FIN-6	<b>Bids-Successful</b> Formal Bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees	15 years after expiration of contract	paper

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<b>FIN-7</b>	<b>Bids-Unsuccessful</b> Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees	<b>4 years provided audited</b>	paper
<b>FIN-8</b>	<b>Board of Trustees Committee Meeting Minutes</b> Records of Committee Meeting Discussions	<b>Permanent</b>	paper
<b>FIN-9</b>	<b>Board of Trustees Meeting Agendas</b> Scheduled order of topics for discussion	<b>Permanent</b>	Paper
<b>FIN-10</b>	<b>Board Minutes</b> These records document the proceedings at the Library Board Meeting including formal action taken by the Board of Trustees	<b>Permanent</b>	paper and electronic
<b>FIN-11</b>	<b>Board Minutes/Audio Copy</b> This record is an audio recording of the Board meeting which aids in the drafting of the minutes	<b>8 years</b>	electronic and CD
<b>FIN-12</b>	<b>Budgets Filed with County Budget Commission</b> Forecasts revenues and expenditures for the next fiscal year	<b>10 years provided audited</b>	paper
<b>FIN-13</b>	<b>Cancelled Checks</b> Copies of checks available on line	<b>1 year</b>	electronic
<b>FIN-14</b>	<b>Cash Books/Cash Journals</b> These records provide a chronological listing of all cash transactions	<b>4 years provided audited</b>	paper
<b>FIN-15</b>	<b>Certificate of County Auditor</b> These records certify that the total appropriations do not exceed the official estimate of resources and amended certificates	<b>4 years provided audited</b>	paper
<b>FIN-16</b>	<b>Check Registers</b> This record is generated by KVS accounting system. It provides a listing of all checks written and includes check number, date and payee.	<b>4 years provided audited</b>	paper and electronic
<b>FIN-17</b>	<b>Clevnet System Agreement</b> An agreement with Cleveland Public Library Maintain bibliographic and patron databases	<b>Until superseded</b>	paper
<b>FIN-18</b>	<b>Construction Contracts</b> These documents are an agreement between contractor and the Library Board of Trustees	<b>15 years after project is completed</b>	paper
<b>FIN-19</b>	<b>Contracts</b> These records document an agreement between the Library and a third party such as vendors, program performers, or others	<b>15 years after expiration</b>	paper
<b>FIN-20</b>	<b>Court Order for Payroll Deductions</b> These records include formal order for wage garnishments such as for delinquent taxes, child support, or college loans	<b>2 years after termination or order rescinded</b>	paper

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FIN-21	<b>Depository Agreements/Related Collateral</b> These records document an agreement with a financial institution to serve as a depository of public funds	Until superseded/audited	paper
FIN-22	<b>Employee Earning Records</b> These records document the gross pay and withholding for each employee by pay period	5 years after termination	paper and electronic
FIN-23	<b>Employee Withholding Requests</b> Records consist of signed federal, state, and local withholding forms. They may also include forms authorizing deductions for charitable donations or private savings plans	Until replaced or revoked by employee	paper
FIN-24	<b>Employee Tax Withholding Reports</b> These records document that payroll withholdings have been reported and remitted to the appropriate federal, state or local taxing authority.	5 years provided audited	paper and electronic
FIN-25	<b>Expense Records</b> Employee records for travel expenses and reimbursement for supplies for programs etc.	4 years provided audited	paper and electronic
FIN-26	<b>Financial Report to the Library Board Monthly</b> Financial statement documenting the Library's financial condition month to month	5 years provided audited	paper and electronic
FIN-27	<b>Gift Records/Donations</b> These records document donations of money or property and may include donor contact information, donation acknowledgement letter, date and amount of donation, and purpose if specified	Permanent	paper
FIN-28	<b>Grant Files</b> These records document funding received from grant sources and may include grant application.	5 years after end of grant provided audited	paper
FIN-29	<b>Form I-9</b> These records are Federal I-9 form which document verification of identity and immigration status	3 years after hire or 1 year after termination whichever is later	paper
FIN-30	<b>Insurance Policies</b> These records document insurance policies that the Library purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, and directors, and officer's liability	5 years after expiration	paper
FIN-31	<b>Inventories (Property)</b> These records provide information about capital expenditures; description, purchase price, date of purchase, etc.	Until superseded	paper
FIN-32	<b>Investments</b> This record is generated in the KVS accounting system	5 years provided audited	paper and electronic

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<b>FIN-33</b>	<b>Invoices</b> These records indicate an exchange of goods or services between the Library and a vendor and provide support for payments made to vendors	<b>4 years provided audited</b>	<b>paper and electronic</b>
<b>FIN-34</b>	<b>Leases</b> These records document any leases of equipment or property	<b>5 years after expiration provided audited</b>	<b>paper</b>
<b>FIN-35</b>	<b>Leave Use and Balance Report</b> These records document type of leave including comp, sick & PTO earned and used	<b>5 years</b>	<b>paper</b>
<b>FIN-36</b>	<b>Official Bonds</b> A bond is used for guaranty of personal honesty of officer furnishing indemnity against his defalcation negligence.	<b>10 years after expiration</b>	<b>paper</b>
<b>FIN-37</b>	<b>Payroll Journals/Reports</b> Sick, PTO, Comp report/Union Dues report.	<b>4 years provided audited</b>	<b>paper and electronic</b>
<b>FIN-38</b>	<b>OPERS Records and Reports</b> Monthly retirement system reports Old exemption forms	<b>5 years Permanent</b>	<b>paper and electronic</b>
<b>FIN-39</b>	<b>Personnel Files</b> Application/resume, performance evaluations, disciplinary actions, etc.	<b>Permanent</b>	<b>paper and microfilm</b>
<b>FIN-40</b>	<b>Petty Cash Records</b> These records document expenditures out of the petty cash fund	<b>2 years provided audited</b>	<b>paper</b>
<b>FIN-41</b>	<b>Purchase Orders/Requisitions</b> These records document that a purchase is authorized by administration and that funds are available to make the purchase	<b>4 years provided audited</b>	<b>paper and electronic</b>
<b>FIN-42</b>	<b>Real Property/Acquisition Records</b> These records provide information about capital expenditures such as property description, purchase, price, date of purchase.	<b>5 years after asset is sold</b>	<b>paper</b>
<b>FIN-43</b>	<b>Revenue Journal</b> These records are generated by KVS accounting system and provide a listing of receipts by revenue account	<b>4 years provided audited</b>	<b>paper and electronic</b>
<b>FIN-44</b>	<b>Telephone Bills</b> Documentation on phone bills must be kept for filing of e-rate program	<b>5 years</b>	<b>paper</b>
<b>FIN-45</b>	<b>Timesheets</b> Record of employee's hours worked by date and time	<b>3 years provided audited</b>	<b>paper and electronic</b>

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<b>FIN-46</b>	<b>Unemployment Benefits/Claims</b> These records include correspondence from the Ohio Department of Job & Family Services regarding unemployment	<b>4 years provided audited</b>	paper
<b>FIN-47</b>	<b>Voucher/paid invoices</b> These records document the payment of an invoice	<b>4 years provided audited</b>	paper
<b>FIN-48</b>	<b>W-2 Forms</b> These records document the annual gross wages and applicable withholdings for the purposes of reporting income taxes.	<b>4 years provided audited</b>	paper
<b>FIN-49</b>	<b>W-4 Forms</b> Employee instructions to employer for federal withholding per bi-weekly payroll	<b>Until superseded or employee terminates</b>	paper
<b>FIN-50</b>	<b>Workers Compensation Claims</b> These records document any claims filed for workers compensation benefits.	<b>7 years after termination of employment</b>	paper
<b>FIN-51</b>	<b>Payroll Seniority Reports</b> These records document payroll seniority.	<b>4 years</b>	paper