

Portsmouth Public Library Records Retention Policy

The Portsmouth Public Library like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Portsmouth Public Library adopts the following policy for records retention:

A library records commission shall be created and consist of the members of the Board of Trustees and the Library's Fiscal Officer. The President of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by an employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule. Items listed on the Board approved Records Retention schedule and the RC-2 approved by the Ohio Historical Society may be disposed of by following the provisions of Ohio Revised Code Section 149.411.

Records shall fall into two categories: Permanent and Non-Permanent. *Records may be retained on 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 from the Auditor of State's Office and the Ohio Historical Society.

Records Retention Policy

Records Retention Schedule

According to the Ohio Historical Society, records shall fall into two categories: Permanent and Non-Permanent. Records may be retained on any commercially viable media that provides an accurate reproduction of the record. The following list, which is compiled from the recommendations of the Auditor of State's Office and the Ohio Historical Society, shows the retention period of specific records.

Permanent	
Annual Financial Report to the Auditor of State	
Annual Report to the State Library	
Audit Reports from the Auditor of State	
Board of Trustees Minutes	
Building Specifications and Plans	
Library Statistics – Annual Report	
Payroll Records	
Payroll Tax Records	
Ohio Public Employees Retirement System Reports	
W-2 Forms	

Non-Permanent	Retention Period
Injury/Incident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Applications for Employment	Retain with personnel record if applicant employed; others, 1 year from application date
Appropriation Ledgers	5 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	Until audited

Bank Statements	4 years provided audited
Bids – Successful	15 years after completion of project

Non-Permanent	Retention Period
Bids – Unsuccessful	4 years after letting of contract provided audited
Board Agenda Packets & Audio Recordings	3 years
Book Inventories	Maintained online; until superseded
Budgets – Annual	10 years
Cancelled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Committee Reports	One year
Contracts and Leases	Twelve years after expiration
Deduction authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee Schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	3 years – included in Board agenda packet
Gift Donor Forms – Gifts for the Library	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later
ILL Records	30 Days unless financial obligation
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited

Job descriptions	Until superseded
Job Postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending
Non-Permanent	Retention Period
Levy Official Files – info created by the Library	Life of Levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Personnel Files	6 years after termination of employment
Prevailing Wage Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Public Records Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
Transient material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Forms	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.