

Appendix A - Public Records & Retention Policy

Record Retention Schedule (RC-2) - Part 2					
Troy-Miami County Public Library					
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS/LGRP	RC-3 Required by OHS/LGRP
		Permanent			
AD-001	Board of Trustee Meeting Agendas & Minutes	Permanent	paper thru 2007, elec 2008 forward		X
AD-002	Building Specifications and Plans	Permanent	paper		X
AD-003	Historical Files - relating to growth of library	Permanent	paper		X
AD-004	Annual Report to State Library	Permanent	paper		
AD-005	Annual Financial Report to Auditor of State	Permanent	paper		
FN-006	OPERS Reports	Permanent	paper		
FN-007	Audit Reports from Auditor of State	Permanent	paper		
PA-008	Payroll Records; includes EFT Bank Rcpts, Reports & Advices	Permanent	paper/elec/ UAN		
PA-009	Payroll Tax Records	Permanent	paper/elec		
PA-010	W-2 Forms	Permanent	paper/elec		
		Non-Permanent			
AD-011	Staff Meeting Minutes	Current year	paper/elec		
AD-012	Audio of board meeting	1 year	electronic		
AD-013	Contracts, Leases and Agreements	5 years after expiration	paper		
AD-014	Transient correspondence 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	paper/elec		
AD-015	Levy Files; official documents	Life of levy plus 5 years	paper		
AD-016	Public Record Requests	Until audited	paper/elec		

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AD-017	Construction and renovation bids and documents including bid advertisements, bid documents, specifications, successful bids, contracts.	As long as the constructed or renovated facility is owned or leased.	paper/elec		
AD-018	Bids - Successful - documents and specifications pertaining to successful bids for general purpose contracts excluding construction contracts	5 years after expiration or completion of project	paper		
AD-019	Bids - Unsuccessful	4 years after letting of contract, if audited	paper		
AD-020	RFPs and Proposals in response	2 years, if audited	paper		
AD-021	Administrative Policy & Procedure Files	1 year after superseded	electronic		
AD-022	Book Inventories maintained digitally	Until superseded	electronic		
AD-023	Transient correspondence 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	paper/elec		
AD-024	Program Registrations & Releases - registrations, releases, waivers, sign-ups, permission slips, applications, and any other documentation patrons are required to fill out in order to participate in a Library program.	Until no longer of administrative value	paper		
AD-025	Patron Information; maintained digitally	6 years after inactive if no outstanding fees or credits	electronic		
FN-026	Annual Budgets - adopted by the board	10 years	paper/elec		
FN-027	Purchase Orders	2 years, if audited	paper		
FN-028	Bank Deposit Receipts	Until audited	paper		
FN-029	Bank Statements	4 years, if audited	paper		

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FN-030	Receipt Records	Until audited	paper		
FN-031	Gift/Donation records	5 years, if audited	paper/UAN		
FN-032	Endowment and major gift records	As long as gift is held plus 10 years	paper		
FN-033	Prevailing Wages Records	4 years, if audited	electronic		
FN-034	Depository Agreements	4 years, if audited	paper		
FN-035	Cash Register Tapes	Until audited	paper		
FN-036	Official Certificate of Estimated Resources (from County Auditor's Office)	5 years, if audited	paper		
FN-037	Certificate of Total Amount from All Sources	5 years, if audited	paper		
FN-038	Amended Certificate of Total Amount from All Sources Available for Expenditure and Balances (from County Auditor's Office)	5 years, if audited	paper		
FN-039	Insurance Policies; includes property, liability	12 years after expiration if claims are settled	paper		
FN-040	Certificates of Liability Insurance	Time in force plus 4 years	paper		
FN-041	Fixed Asset Inventory	5 years after superseded	paper		
FN-042	Voucher w/ Invoices	5 years, if audited	paper/elec		
FN-043	Employer Quarterly Federal Tax Returns	5 years, if audited	paper/elec		
FN-044	Quarterly Payroll Reports for State	75 years	paper/elec		
FN-045	Investment Reports	4 years, if audited	paper/elec		
FN-046	Records Commission/Records Disposal	10 years	paper/elec		
FN-047	Cancelled Checks	2 years	elec/bank		
HR-048	Personnel Files - Official personnel file on each employee includes information on hiring, promotion, demotion, transfer, layoff, recall, performance evaluations, rates of pay, state & federal tax forms, deduction authorizations, and separation information. Located in HR office.	6 years after termination of employment	paper		

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HR-049	Employment Application	retain with personnel record if employed; others 1 year	paper/elec		
HR-050	Immigration Forms - I-9 forms	Later of 3 yrs after DOH or 1 yr after DOT	paper		
HR-051	Employee Handbook/Policies	1 year after superseded	electronic		
HR-052	Accident/Incident Reports	5 years provided no pending action	paper/elec		
HR-053	PERRP Forms 300P & 300A; record of recordable injuries/illness	5 years	paper/elec		
HR-054	Workers Comp Claims	10 years after date of final payment	paper/elec		
HR-055	Unemployment Claim Reports	4 years, if audited	paper/elec		
HR-056	Job Descriptions	Until superseded	electronic		
PA-057	Timesheets	4 years, if audited	paper		
PA-058	Deferred Compensation Withholding Rpts and Payment Receipts	4 years, if audited	paper/UAN		

NOTE: Retention periods based on applicable laws and/or recommendations from the Auditor of State's Office and the Ohio Historical Society as published in the OLC Public Library Accounting Handbook