



# OWWL LIBRARY SYSTEM

## RECORDS RETENTION POLICY

### PURPOSE

The primary goals of the System Records Retention Policy are to:

- Establish guidelines for complying with legal, fiscal, and administrative requirements for records retention
- Maintain a consistent records management program
- Consider the historical value of documents before disposal

For the purposes of this policy, “records” refers to both paper and electronic documents and files, including email. Therefore, any electronic records that fall into one of the document types on the Document Retention Schedule will also be maintained for the appropriate amount of time.

### ADMINISTRATION

The Executive Director and Finance Director shall be the administrators of the Records Retention Policy. The Administrators’ responsibilities include supervising and coordinating the retention, destruction, and disposal of documents pursuant to the Document Retention Schedule outlined in this policy.

### EMERGENCY PLANNING

System records will be stored in a safe, secure, and accessible location. Documents and financial files essential to system operations will be duplicated and/or backed up regularly and maintained off-site.

### RECORDS RETENTION SCHEDULE<sup>1</sup>

<b>Record(s)</b>	<b>LGS-1 Schedule Item<sup>2</sup></b>	<b>Years Retained</b>
<b>Agendas and other Board Meeting Documents</b>	48	1 year

<sup>1</sup> Records Retention Schedule is based on the Local Government Schedule: LGS-1.

<sup>2</sup> Visit <https://www.archives.nysed.gov/records/local-government-record-schedule/search-the-schedule> to “Search the Schedule” for LGS-1 Schedule Items.

<b>Audit – Internal</b>	472	6 years
<b>Audit – OSC</b>	472	Permanent
<b>Audit – Other External</b>	472	6 years
<b>Banking Communications</b>	475	6 years
<b>Board of Trustee Meeting Minutes</b>	47	Permanent
<b>Canceled Checks or Stop Payment Notices</b>	476	6 years
<b>Incorporation, Chartering, and Registration Records</b>	591	Permanent
<b>Claims and Warrants</b>	497	6 years
<b>Correspondence – Legal or Significant</b>	53	Permanent
<b>Correspondence – Routine</b>	53	6 years
<b>Employee Benefit Records</b>	645	6 years
<b>Employee's Time Records</b>	638	6 years
<b>Application for or Inquiry Concerning Employment</b>	693	4 years
<b>Executive Director Documents – Routine</b>	471	6 years
<b>Executive Director Documents – Significant</b>	471	Permanent
<b>General Ledger and Journal</b>	502	6 years after last entry
<b>Grant Program File</b>	55	6 years after renewal or close of grant
<b>Insurance Policy</b>	579	6 years after expiration
<b>Insurance Case Records</b>	576	6 years after claim is closed
<b>Insurance - Workers' Compensation Case Records</b>	577	18 years or less, depending on the circumstance
<b>Manual of Procedures</b>	52	6 years after superseded
<b>Oath of Office</b>	657	Permanent
<b>Personnel Files</b>	636	Permanent
<b>Program Plan (Annual, Special, or Long-range)</b>	75	Permanent
<b>Property Inventory Records</b>	814	6 years after superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is sooner

<b>Real Property Acquisition or Sale File</b>	803	Permanent
<b>Subject Matter List</b>	703	6 months after superseded
<b>Reports and Other Records Submitted to New York State Department of Taxation and Finance</b>	631	6 years
<b>Copyright Records</b>	70	6 years after copyright expires or application denied

## DOCUMENT DESTRUCTION & DISPOSAL

The Administrators are responsible for the ongoing process of identifying records that have met the required retention period and overseeing their destruction and disposal. The destruction of financial and personnel-related records 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 the conclusion of the investigation.

## COMPLIANCE

Unauthorized removal or modification of records from the System is not permitted. Destruction or disposition of records not in accordance with the Records Retention Schedule is prohibited.

## ONGOING USE EVALUATION

The Records Retention Policy will be periodically evaluated in relation to the mission of the OWWL Library System and in accordance with all local, state, and federal laws and regulations by the Executive Director, Finance Director, and Board of Trustees. The Administrators may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved by the Board of Trustees.

Questions or concerns regarding OWWL Library System records, or this policy should be directed to the Executive Director.

*Amended: August 14, 2024; August 9, 2023; April 13, 2022; December 13, 2017  
Reviewed: September 9, 2020  
Adopted: February 11, 2009*