

**Reading Public Library**  
**Document Retention and Destruction Policy**

Reviewed and Accepted 11/20/2023

The purpose of this policy is to provide a guideline for staff members regarding the retention and destruction of library documents and records.

Documents that should be retained and the period of retention are listed on the following attachment. In general, only documents that are not subject to a retention requirement should only be kept long enough to accomplish the task for which they were generated.

No paper or electronic documents will be destroyed or deleted that are pertinent to any ongoing or anticipated litigation.

Documents requiring destruction should be destroyed on site by shredding or by a licensed, NAID AAA Certified document destruction contractor. A Certificate of Destruction will be required as a record for compliance.

**Policy History:**

Adopted 9/15/2014

Revised and Accepted 12/15/2014

Reviewed and Accepted 12/21/2015

Reviewed and Accepted 12/19/2016

Reviewed and Accepted 11/20/2017

Reviewed and Accepted 12/17/2018

Revised and Accepted 12/16/2019

Reviewed and Accepted 11/16/2020

Reviewed and Accepted 11/15/2021

Reviewed and Accepted 10/17/2022

## Reading Public Library Document Retention Schedule

Document Type	Retention Period
<b>Accounting and Finance</b>	
Accounts Payable & Receivables	7 years
Annual Financial Statements & Audit Reports	Permanent
Bank Statements, Reconciliations and Deposit Slips	7 years
Employee/Business Expense Reports	7 years
General Ledger	Permanent
Interim Financial Statements	7 years
<b>Contributions/Gifts/Grants</b>	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Endowments	Permanent
Grant Records	7 years after end of grant period
<b>Corporate and Exemption</b>	
Articles of Incorporation and amendments	Permanent
By-Laws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application / Determination Letter	Permanent
State Exemption Application / Determination (if Applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
<b>Correspondence and Internal Memoranda</b>	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as a the document in which they relate.	
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	2 years

Correspondence and internal memoranda important to the library or having lasting significance

Permanent, subject to review

### **Electronic Mail (E-mail)**

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate

E-mails considered important to the library or of lasting significance should be printed and stored.

Permanent, subject to review

E-mails not included in either of the above categories

12 months.

### **Electronically Stored Documents**

Electronically stored documents (in pdf, text or other electronic format) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they relate, but may be retained in hard copy form.

Electronically stored documents considered important to the library or of lasting significance should be printed and stored (unless the electronic aspect is of significance)

Permanent, subject to review

Electronically stored documents not included in either of above categories

2 years

### **Employment , Personnel and Pension**

Personnel Records

10 years after employment ends

Employee Contracts

10 years after termination

Retirement and Pension records

Permanent

### **Insurance**

Property, D&O, Worker's Compensation and

General Liability Insurance Policies

Permanent

Insurance Claims Records

Permanent

## Legal and Contracts

Contracts, related correspondence and other supporting documentation	10 years after termination
Legal Correspondence	Permanent

## Management and Miscellaneous

Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policies and Procedures Manual	Current version w/ revision history

## Property - Real, Personal and Intellectual

Property Deeds and purchase / Sale Agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination

## Tax

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - Federal & State	Permanent
Tax Returns	Permanent

## Circulation

Electronic Patron Records (Polaris)	Delete after 7 years of non-use unless money is owed
Library Card Applications	Shred after patrons account has been deleted from the system
Interlibrary Loan Requests (Library card numbers only)	Deletion after 3 years
Visitor Sign-in sheet (Main Library)	Shred daily
Sign in Sheets (Programs, Events, & Classes)	One year
Summer Reading (Adults, Teens & Children)	Entries will be shredded in September following end of annual SRP.

Incident Reports / Problems / Patron Bans

Permanent, filed in Admin and stored at  
Guards Desk

Lost and Found (with personal info or cash)

Create log and keep for 30 days