

# ***PERRY PUBLIC LIBRARY***

*70 N. Main Street*

*Make It Part of Your Day*

*Perry, New York 14530*

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## Document Retention Policy

The purpose of the Records Retention and Removal policy is to ensure the proper management of library records according to Law and recommended practice.

**Confidentiality:** Chapter 112, Laws of 1988, provides that any library records that personally identify users of the library shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee on Open Government.

**Business Records and Documents:** While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional documents destruction into a process that must be carefully monitored.

The following items will be retained permanently: Incorporation, chartering and registration records; manuscript or published catalog of holdings; audit reports; checks for important payments or purchases; contracts, mortgages, notes and leases; legal correspondence; deeds, mortgages and bills of sale; depreciation schedules; year-end financials; insurance records; current accident reports; policies, minutes, bylaws and charter; patents and related papers; retirement and pension records; tax returns and worksheets; trademark registrations and copyrights.

All other types of documents commonly used by the library are listed in the chart below.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accession Records	1 year
Accounts payable ledgers and schedules	7 years
Bank Reconciliations	2 years
Bank statements	3 years
Borrowing or loaning records including interlibrary loan	Until Superseded

Contracts, mortgages, notes and leases (expired)	7 years
Correspondence (general)	2 years
Correspondence (with customers and vendors)	2 years
Directory of Public Library System and member libraries	Until Superseded
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses & Distribution Schedules	7 years
Insurance Policies (expired)	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Library materials censorship & complaint	6 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Records documenting selection of books and other library materials	Until Superseded
Timesheets	7 years
Withholding Tax Statements	7 years