

Cuyahoga Falls Library Records Retention Policy

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

Records fall into two categories: Permanent and Non-Permanent. Retention of records may be in any commercially viable media that provides an accurate reproduction of the original record. The following list shows the retention period of specific records.

Record Title	Description	Retention Period
1099, 1096 Forms and related documents	1099 forms report various types of income other than wages, salaries, and tips paid to independent contractors/non-employees. Records also include 1096 (transmittal) form and any filing confirmations, etc.	6 years provided audited
Accident/Incident Reports	Report of any accident or incident on library property	5 years provided no pending action
Accounting Records not specified	Accounting records/reports not listed separately on this schedule	5 years provided Audited
Administrative Policy and Procedure Files		One year after superseded
Annual Financial Report to the Auditor of the state	Report which provides the Library's annual financial information	Permanent
Annual Report to the State Library	Statistical report submitted annually to the State Library which provides data about the library system	Permanent
Application of employment including background checks	submitted applications and background checks	Retain with personnel record if applicant employed; Others 1 year
Appropriation Ledgers	Any reports generated by accounting system or internally-drafted worksheets that show budgeted appropriations, including appropriation adjustments and transfers that may occur throughout the year	5 years provided audited
Audit Reports from the Auditor of State	Reports that document the Library's financial condition and provides an auditor's opinion on the fair presentation of the financial statements	Permanent

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Bank Deposit Receipts	Cash receipts include Public Library Fund receipts, property tax income, interest income, donations, and other miscellaneous revenue. Related documents may include daily cash settlement reports or register tapes, copies of checks or ACH deposit postings, credit card receipts, etc. Bank deposit receipts show proof of deposit at a financial institution.	5 years provided audited
Bank Statements	Statements, imaged checks and deposit tickets, are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts. Reconciliations and related document include those documents used in reconciling bank accounts and closing the month in the finance system.	5 years provided audited
Bids-Successful	Formal bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.	10 years after completion of project
Bids-Unsuccessful	Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.	3 years After Letting of Contract provided audited
Board Agendas	Included with board packet	1 year
Board Appointment Records	These documents relate to individuals who are appointed Trustees to the Library Board. Includes acknowledgements of receipt of Ohio Ethics Law.	5 years after term completed
Board Directory	Annual directory of current year Trustees which documents elected officers, committee appointments, and contact information for all Trustees and the Library Director. Record also includes any logs/lists kept of current and past Trustees.	until no longer of admin value
Board of Trustees minutes/packet	Includes agenda, prior month's minutes, Administrative reports, including the Director's report and monthly financials reports, and any other reports, informational handouts, or materials provided to the Board in Board Packets or distributed at the Board meeting. Includes other meeting minutes such as Committee meetings and Special Board meetings.	Permanent

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Budgets - Annual	Includes budgets filed with County Budget Commission, Certificate of Estimated Resources prepared by budget commission (original and amended), Certificate that Total Appropriations Do Not Exceed Estimated Resources (prepared by County Auditor), and all budget work files and supporting documents.	5 years
Building Inspections, Reports, Tests, Certificates and related documents	Records of inspection reports submitted by vendors, equipment inspection reports and certificates, etc. Includes fire suppression system tests and HVAC systems inspections.	Until no longer of administrative value
Building specifications and plans	Records show floor plans of building as well as construction specifications documenting building projects.	Permanent
Building/Construction Project Records	Records document construction and improvements to buildings (biddable capital projects) and may contain bid packets, contracts, proposals, and other related records.	10 years beyond completion
Cash Register Tapes		2 years provided audited
Check Registers		4 years provided audited
COBRA Records and Reports	These records include reports of notices sent to eligible employees and other records and reports from the Library's third party administrator.	4 years
Committee Reports		4 years provided audited
Computer Backups and related records	Daily, monthly, yearly tape and/or electronic backups of computer systems and library network, and may include backup reports	Until no longer of administrative value
Contracts and Leases	These records document an agreement between the Library and a third party such as vendors or others.	5 years after expiration, provided audited
Deduction Authorizations	These records consist of signed federal and state withholding forms. They may also include forms authorizing direct deposit of pay, deductions for health, dental, vision,	Until superseded or employment terminated

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	supplemental insurance, Deferred Compensation, etc.	
Department Files	Records kept by staff and/or supervisors for department related purposes which are not otherwise covered by this schedule	Until no longer of administrative value
Depository Agreements	These records document an agreement with a financial institution to serve as a depository for public funds.	4 years provided audited
Donated Artworks	Any Artworks donated to the Library	Board's discretion
Donation Records	These records document donations, including bequests, of money or property and may include donor contact information, donation acknowledgement letter and/or thank-you card, date and amount of donation, purpose of donation if specified, and internal donation worksheets/controls by fund.	5 years
Employee Absence Summary		Four years, provided audited
Employee Grievance Files		4 years after resolution
Employee Handbooks		Until superseded
Employee Health and Welfare Policies, Plans, Applications and related documents	Records document insurance policies and any other fringe benefits the Library has offered for employee benefits. May include health, dental, vision, life insurance and voluntary benefit policies. Includes internal documents available to employees that outline fringe benefits offered by the Library, as well as requests for information from insurance carriers such as census information, secondary payer coordination with Medicare, etc. Include applications for employee benefits.	5 years after expired
Employee Medical Records	These records include extended medical leave requests, doctor's release to work certificates and other documents related to employee medical issues.	7 years after termination of employment
Employee Request for Leave Forms		Until audited

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Employee Safety Records	Includes required annual injury reporting to State of Ohio PERRP (Public Employment Risk Reduction Program)	5 years following year to which records pertain
Employee Schedules		Until no longer of administrative value
Encumbrance and Expenditure Journal	Any records generated by accounting system or internally-drafted worksheets that document encumbrances, including any month-end and year-end closing reports	5 years provided audited
E-Rate Records	Includes Forms 470, 471, 479, 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and internet access	4 years
Financial Reports	Includes reports generated for Board review and approval at monthly meetings, as well as any worksheets produced for analysis, forecasting, etc.	4 years
Grant Records	These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant-related paperwork.	4 years after end of grant provided audited
Historical Files	These records document the history of the library system and may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent
I-9 Immigration Verification Forms (retained separately from personnel files)	I-9 Federal Employment Eligibility Verification form documents verification by employers of employee identity and their authorization for employment in the U.S. This includes citizens and noncitizens.	3 years after date of hire, or 1 year after termination of employment, whichever is later.
ILL Records		Until no longer of administrative value
Insurance Policies/Bonds	These records document insurance policies that the Library has purchased or any claims against those policies. Such policies may cover library property, library vehicles, general	Two years after expiration provided all

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	liability, blanket crime coverage on library employees, and directors' and officers' liability.	claims have been settled
Inventories, except books		Until superseded
Investment Reports	Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.	4 years provided audited
Job Descriptions/Job postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	Records document the classification, duties, and responsibilities of a particular position	Until no longer of administrative value
Legal Opinions	Legal documents stating the reasons for a judicial opinion as requested by the Library	Permanent
Levy Official Files	Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies, as well as any campaign and work papers	Life of Levy plus 5 years
Library Card Applications		Until no longer of administrative value
Library Materials Inventories		Until no longer of administrative value
Library Promotional Material	Includes monthly, quarterly, and annually published public relations materials distributed by the Library to employees and the public to inform and promote library services and programs. May include newsletters, press releases, brochures, bookmarks, flyers, calendars, etc.; as well as signed releases, completed by an adult or parent/guardian of a minor, for photographs and quotes, taken or collected for the library system.	Until no longer of administrative value
Library Statistics (annual)		Permanent
Litigation Records	Court and legal documentation	5 years after case closed/appeals exhausted

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Meeting Records and documents (internal)	Records of meetings consisting primarily of library staff. Meetings may be regularly scheduled meetings or ad hoc committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records.	Until no longer of administrative value
Meeting Room applications and related materials	All records related to public requests to use meeting rooms, including registration information and meeting room schedules.	Until no longer of administrative value
Ohio Public Employees Retirement system reports (W-2 forms)	These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employees Retirement System.	Permanent
OPERS independent Contractor acknowledgement form(PEDACKN) and reporting	Required by OPERS for all independent contractors or other individuals not paid as a public employee. Also includes annual employer-required reporting records.	50 years
Patron Collection and Bankruptcy Records	Records of patron accounts sent for collection and patron bankruptcy notices and records. Includes collection agency records consisting of copies of agency invoices, reports and checks issued for payment to agency, as well as library placement listings.	Until no longer of administrative value
Patron Notice Records	Record of patron overdue/fine notices created by and stored within the Library's Integrated Library System (ILS)	Until no longer of administrative value
Patron or Staff Surveys	Information collected from patrons and/or staff on a variety of areas, such as quality of services, types of services, quality of collection, areas for improvement	Until no longer of administrative value
Patron Program related records	Includes forms used by patrons or library employees to register for library programs or to award prizes for contests. Forms may include name and contact information. This record also includes movie licensing certificates authorizing library to show movies to patrons.	1 year
Patron Requests	These records document research or requests from patrons. Requests may include items from other libraries, documents, genealogical information and requests for items to be added to the library.	Until no longer of administrative value

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Payroll Records	Records generated by payroll system that document number of hours worked, gross pay and withholdings for each employee by pay period, and leave time earned and used. Include monthly, quarterly and yearly reports of withholdings; fringe benefits; leave accruals, usage and balances, etc.	Permanent
Payroll Tax Records	Records documenting that payroll tax withholdings have been reported and remitted to the appropriate taxing authority. These records include quarterly IRS Federal 941 form and supporting federal tax deposit records; state, school district and city income tax reporting, annual reconciliations, and payment confirmations; and workers' compensation payroll reporting, billing, and payment confirmations. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS.	Permanent
Payroll Withholding Records-Court Ordered deductions and garnishments	Documents court ordered employee deductions withheld and paid per pay period or as required. Records may include reports of amounts withheld and copies of deduction checks or ACH debit confirmations.	7 years
Payroll Withholding Records-Other	Documents miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as insurance companies for group or voluntary insurance plans and Ohio Deferred Compensation voluntary retirement savings accounts. Documents may include reports of amounts withheld, invoices, and copies of deduction checks or ACH debit confirmations.	7 years
Personnel Files	Records include hire letters and forms (except for those listed separately on this schedule such as I-9), such as receipt of Ohio Ethics Law acknowledgement statement; background checks and consent forms used to obtain checks; employment application; change in status or compensation documentation; performance evaluations; training certificates; letters of acknowledgement, reference, resignation/retirement; disciplinary records;	4 years after term, permanent if retired

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	and other human resource related transactions.	
Postal Records (e. g. registered/ certified/Insured logs or receipts/postal Meter documents)		Until no longer of administrative value
Prevailing Wages Records	Includes payroll records filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance, any internal tracking documents, correspondence with contractors, etc.	4 years provided audited
Purchase Orders	Voucher packets include invoices, statements, or other voucher-type form or request, as well as check stub or other confirmation of payment such as online ACH payment confirmation, and all supporting documentation. These records document payments for exchange of goods or services between the Library and vendors, as well as reimbursements to employees or other refund/reimbursement transaction, and provide support for the payments. Includes records kept to document purchases/payments of goods or services via State of Ohio cooperative purchasing program.	2 years provided audited
Receipt Journals		5 years provided audited
Record Requests (public)	Requests for information or public records maintained by the Library and copies of records given in response	2 years
Records Commission/Records Disposal documents	Record retention documents including forms RC-1, RC-2, and RC-3 approved by the Library Records Commission and filed with the Auditor of State and/or Ohio History Connection	Permanent
Request for Reconsideration	Request and response to a patron review of library materials	5 years
Software		Destroy when obsolete

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Statistical Reports (monthly)	These records document statistical information including reference services provided by the libraries, circulation statistics, and patron use of the library	Until no longer of administrative value
Strategic Plans and related records	These records document the Library's goals and planning processes.	10 years
Survey Reports	Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation, employment and payroll, and budgetary information. Includes surveys requested by U.S. Census Bureau, U.S. Dept. of Labor, Ohio Dept. of Job & Family Services, Ohio Civil Rights Commission, U.S. EEOC, etc.	4 years
Time Cards	These records document employee work and leave time	Permanent
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)	Includes telephone, e-mail, written note, and typed memo or correspondence which does not establish or influence library policy	Discretionary; retain until no longer of administrative value
Unemployment Compensation Claims	Records include correspondence with the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed	4 years provided audited
Vendor certificates of insurance	Copies of contractors' proof of Workers Compensation Insurance and liability insurance, as requested when contractor performing certain work on library property.	Until superseded or expired; work completed; or vendor relationship terminated
Vendor Invoices	Voucher packets include invoices, statements, or other voucher-type form or request, as well as check stub or other confirmation of payment such as online ACH payment confirmation, and all supporting documentation. These records document payments for exchange of goods or services between the Library and vendors, as well as reimbursements to employees or other refund/reimbursement transaction, and provide support for the payments. Includes records kept to document purchases/payments of	5 years provided audited

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	goods or services via State of Ohio cooperative purchasing program.	
Vendor/Contractor/Program related documents	Includes IRS Form W-9, Program agreement, etc.	4 years
Video Monitoring	Security camera footage	2 weeks
Volunteer and Practicum Student Files	Documentation for library volunteers, including background check & authorization form and practicum students	3 years after completion
W-2, W-3 Forms and related Documents	These records document employees' annual taxable wages and applicable withholdings for the purpose of reporting for income taxes. Records also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration; any state and city filing transmittal forms; and any filing confirmations, etc.	7 years
W-4 Forms	These records consist of signed federal and state withholding forms. They may also include forms authorizing direct deposit of pay, deductions for health, dental, vision, supplemental insurance, Deferred Compensation, etc.	Until superseded
Workers' Compensation Claims	Records include documentation of workplace injuries, medical treatment, and compensation paid and correspondence with the Bureau of Workers Compensation and the Library's TPA (third party administrator) and MCO (managed care organization).	10 years after date of final payment