

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 SCHEDULE³

Record(s)	LGS-1 Schedule Item⁴	Years Retained
Agendas and other Board Meeting Documents	48	1 year
Audit – Internal	472	6 years
Audit – OSC	472	Permanent
Audit – Other External	472	6 years
Banking Communications	475	6 years
Board of Trustee Meeting Minutes	47	Permanent

³ Records Retention Schedule is based on the Local Government Schedule: LGS-1.

⁴ Visit <https://www.archives.nysed.gov/records/local-government-record-schedule/search-the-schedule> to “Search the Schedule” for LGS-1 Schedule Items.

Canceled Checks or Stop Payment Notices	476	6 years
Incorporation, Chartering, and Registration Records	591	Permanent
Claims and Warrants	469	6 years
Correspondence – Legal or Significant	53	Permanent
Correspondence – Routine	53	6 years
Employee Benefit Records	645	6 years
Employee's Time Records	638	6 years
Application for or Inquiry Concerning Employment	693	4 years
Executive Director Documents – Routine	471	6 years
Executive Director Documents – Significant	471	Permanent
General Ledger and Journal	502	6 years after last entry
Grant Program File	55	6 years after renewal or close of grant
Insurance Policy	579	6 years after expiration
Insurance Case Records	576	6 years after claim is closed
Insurance - Workers' Compensation Case Records	577	18 years or less, depending on the circumstance
Manual of Procedures	52	6 years after superseded
Oath of Office	657	Permanent
Personnel Files	636	Permanent
Program Plan (Annual, Special, or Long-range)	75	Permanent
Property Inventory Records	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
Real Property Acquisition or Sale File	803	Permanent
Subject Matter List	703	6 months after superseded
Reports and Other Records Submitted to New York State Department of Taxation and Finance (631)	631	6 years

Copyright Records		6 years after copyright expires or application denied
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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.

Revised: August 9, 2023; April 13, 2022; December 13, 2017

Reviewed: September 9, 2020

Adopted: February 11, 2009