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## **RECORDS RETENTION POLICY**

Adopted 4/15/2024

### **Purpose**

The mission of the Bloomfield Public Library is to enrich the community by providing resources and opportunities for gathering, learning, connecting, innovation, and accessing information.

Records and administrative documents that provide planning, decision making, and operational information can assist in that mission. Therefore, the Bloomfield Public Library adopted this Records Retention Policy to establish an institutional archive and to ensure that the system is in compliance with all laws and regulations relating to records management.

The primary goals of Bloomfield Public Library 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 Director shall be the administrator of the Records Retention Policy. The Administrator’s responsibilities include supervising and coordinating the retention, destruction, and disposal of documents pursuant to the Document Retention Schedule outlined in this policy.

### **Emergency Planning**

The Bloomfield Public Library’s records will be stored in a safe, secure, and accessible location. Documents and financial files that are essential to system operations will be duplicated and/or backed-up regularly and maintained off-site.

## Records Retention Schedule

|   |  |
|---|--|
| Accounts Payable Ledgers and Schedules  | 7 years                                      |
| Accounts Receivable Ledgers and Schedules                                     | 7 years                                      |
| Audit Reports   | Permanently                                  |
| Bank Reconciliations  | 7 years                                      |
| Bank Statements   | 7 years                                      |
| Board of Trustee Meeting Minutes  | Permanently                                  |
| Cash Disbursements and Receipts   | 7 years                                      |
| Cancelled Checks (important or special purchases)                             | Permanently                                  |
| Cancelled Checks (routine purchases)  | 7 years                                      |
| Charter, Bylaws, and Amendments   | Permanently                                  |
| Chart of Accounts   | Permanently                                  |
| Claim Sheets, Vouchers, and Supporting Bills                                  | 7 years                                      |
| Correspondence (legal and important matters)                                  | Permanently                                  |
| Correspondence (patrons and vendors)  | 2 years                                      |
| Depreciation Schedules  | Permanently                                  |
| Employee Benefit Plans  | Permanently                                  |
| Employer Identification (EIN)   | Permanently                                  |
| Employment Applications   | 3 years                                      |
| General Ledger and Journal  | Permanently                                  |
| Grant Applications, Agreements, Narratives, Evaluations, and Closeout Reports | 7 years after close of grant                 |
| Insurance Policies  | Permanently                                  |
| Insurance Records, Accident Reports, Workers Compensation, and other Claims   | Permanently                                  |
| Internal Audit Reports  | 3 years                                      |
| Inventories of Materials, Equipment, and Supplies                             | 7 years                                      |
| IRS Exemption Determination Letter (Federal and State)                        | Permanently                                  |
| Licenses and Permits  | Permanently                                  |
| Payroll Records   | 7 years                                      |
| Personnel Files   | Permanently (NYSLRS recommendation)          |
| Policies and Procedures Manual  | Current version noted with dates of revision |
| Property Deeds, Mortgages, and Bills of Sale                                  | Permanently                                  |
| Property Leases   | Permanently                                  |
| Property Tax  | Permanently                                  |
| Receiving Paperwork from CANS   | 1 year                                       |
| Retirement and Pension Records  | Permanently                                  |
| Long-Range Plans/Plans of Service   | 7 years after expiration                     |
| Tax Returns, Worksheets, and Rulings  | Permanently                                  |
| Timesheets  | 7 years                                      |
| Trademark Registrations and Copyrights  | Permanently                                  |
| Year-End Financial Statements   | Permanently                                  |

**Document Destruction & Disposal**

The Administrator is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction and disposal. 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 conclusion of the investigation.

**Compliance**

Unauthorized removal or modification of records from the Bloomfield Public Library 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 Bloomfield Public Library and in accordance with all local, state, federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved at a regular meeting of the Board of Trustees.

Questions or concerns regarding the Bloomfield Public Library's records or this policy should be Forwarded to the Director.