

Wood County District Public Library
Retention & Disposal of Records Policy

Section 1. Public Records

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.” Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law.

Section 1.1

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying at all reasonable times during regular business hours. Record retention schedules are to be updated as needed.

Section 2. Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.

Section 2.3

Public records will be available for inspection during regular business hours, with the exception of published holidays. Public records will be made available for inspection promptly. Copies of public records will be made within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4

Each request shall be evaluated for an estimated length of time required to gather the records.

Section 2.5

Any denials, in whole or in part, must include an explanation. If the original request was in writing, the explanation for denial must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

Section 3. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 4. E-mail

E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records Retention and Disposal Schedule

Permanent

- Administrative Policy and Procedure Files
- Annual Budget Resolutions
- Annual Financial Report to the Auditor of State
- Annual Report to the State Library
- Audit Reports from Auditor of State
- Bids – Successful
- Board Agendas
- Board of Trustees Minutes
- Building Specifications and Plans
- Committee Reports of the Board
- Formal Legal Opinions and Court Cases involving the District Library
- I-9 Immigration Verification Forms (retained separately from personnel files)
- Job Descriptions
- Levy Official Files
- Library Real Property and Site Records
- Ohio Public Employees Retirement System Reports
- Payroll Records, Year-end
- Payroll Tax Records
- Personnel Policy
- W-2 Forms
- W-4 Forms (until superseded)

Non-PermanentRetention Period

Accident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Amended Official Certificates	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Annual Employee Absence Summary	4 years provided audited
Applications for Employment	Retain with personnel record if applicant employed; others 1 year
Appropriation Ledgers	10 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	4 years provided audited
Bank Statements	4 years provided audited
Bids – Unsuccessful	4 years after Letting of Contract provided audited
Book Inventories	Maintained online until superseded
Budgets – Annual	10 years provided audited
Canceled Checks	4 years provided audited
Cash Journals	10 years provided audited
Certificates of Total Amount from Sources Available for Expenditures	5 years provided audited
Check Registers	4 years provided audited
Contracts and Leases (building, structural & equipment)	16 years after expiration
Deduction Authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee Request for FMLA	6 years after termination of employment, provided audited
Encumbrance and Expenditure Journal	10 years provided audited
Garnishment Records	5 years after rescinded or employment terminated
General Correspondence related to the required business of the library	2 years
Insurance Policies/Bonds	15 years after expiration provided all claims have been settled
Inventories, except books	5 years provided audited
Investment Reports	4 years provided audited
Job Advertisements	1 year if no action pending
Levy Campaigns and Work Papers	Life of Levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Memorial/Gift Records	3 years
Patron Information	Permanent or three years after inactive
Personnel Files	6 years after termination of employment, then retain retirement waivers, service record & leave balances permanently
Prevailing Wage Records	6 years provided audited
Purchase Orders	5 years provided audited
Quarterly Payroll Reports for State (OBES)	5 years provided audited

Non-Permanent

Retention Period

Receipt Books	5 years provided audited
Receipt Ledgers	10 years provided audited
Record Request Forms	2 years
Records Commission/Records Disposal Documents	10 years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
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)	Discretionary, retain until no longer of administrative value
Unemployment Compensation Claims	7 years after termination of employment
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
Workers' Compensation Claims	10 years after date of final payment

Approved by the Board of Trustees October 10, 2007