

Euclid Public Library Records Retention Schedule

(1) Schedule Number	(2) Record, Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
ADM-1	Accident Reports/Patron Accident reports document bodily injury to Non-employees on Library owned property.	5 years provided all claims settled	paper and electronic		<input type="checkbox"/>
ADM-2	Accidents Reports/Employee Accident reports document bodily injury to employees on Library owned property.	5 years provided all claims settled	paper and electronic		<input type="checkbox"/>
ADM-3	ADA forms A form for patrons to fill out if they have a problem using our facility	2 years	Paper		<input type="checkbox"/>
ADM-4	Annual Report/Community A report distributed to the community in-house with a variety of statistical information	Permanent	Paper		<input type="checkbox"/>
ADM-5	Borrowing Records Record of items that the Patron has checked out of the library	Until item is discharged or no longer linked to borrower	electronic		<input type="checkbox"/>
ADM-6	Building Blueprints A photographic reproduction of architectural plan	Permanent	Paper		<input type="checkbox"/>
ADM-7	Building Specifications A detailed description as to actual or required size, quality, performance, etc.	Life of the structure	Paper		<input type="checkbox"/>
ADM-8	Collective Bargaining Agreements A binding agreement between District 1199 SEIU and Euclid Public Library	Until superseded	Paper		<input type="checkbox"/>
ADM-9	Consultant Reports Documentation study	10 years	Paper		<input type="checkbox"/>
ADM-10	Correspondence/General Includes internal correspondence, correspondence from individuals, companies and organizations requesting information pertaining to the library, legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence library policy.	Until no longer needed to address the situation or of Admin. Value	paper and electronic		<input type="checkbox"/>
ADM-11	Correspondence/Transitory messages Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications	Until no longer needed to address the situation or issue	paper and electronic		<input type="checkbox"/>

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ADM-12	Department Staff Meeting Minutes Record of discussions	2 years	Paper		<input type="checkbox"/>
ADM-13	Director's Report to Board of Trustees Communication documents between Director and Board as needed	Permanent	paper and electronic		<input type="checkbox"/>
ADM-14	E-Rate program documentation Document yearly application process for E-rate funding	10 years after services are received	paper and electronic		<input type="checkbox"/>
ADM-15	Emergency Contact Forms These records provide vital contact information for an employee in the event of an emergency.	2 years after termination of employment	paper		<input type="checkbox"/>
ADM-16	Employment Applications/Unsuccessful Applications that were submitted for a posted position but did not result in employment	2 years if not hired	Paper		<input type="checkbox"/>
ADM-17	Formal Legal Opinions Positive rules of the law from an attorney of legal counsel	Permanent	Paper		<input type="checkbox"/>
ADM-18	Golden Buckeye Card Applications Fax patron requests for replacement Golden Buckeye Cards	6 months	Paper		<input type="checkbox"/>
ADM-18.5	Health Insurance Committee Meeting Minutes Minutes from committee meetings	2 years	Paper		<input type="checkbox"/>
ADM-19	Health/Safety Committee Meeting Minutes Minutes from committee meetings	2 years	Paper		<input type="checkbox"/>
ADM-20	Historical Files These records document the history of the Library system. These files may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.	Permanent	Paper		<input type="checkbox"/>
ADM-21	Interlibrary Loan Requests Requests are placed with non-Clevnet libraries when an item(s) a patron has requested is not available	Until loan transaction is completed	Paper		<input type="checkbox"/>
ADM-22	Job Descriptions This record shows the classification, duties, and responsibilities of a particular position.	Until superseded or position is abolished, plus 2 years	paper and electronic		<input type="checkbox"/>
ADM-23	Job Review Committee Meeting Minutes Record of discussions	Permanent	paper and electronic		<input type="checkbox"/>

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ADM-24	Labor Management Committee Meeting Minutes Record of discussions	2 years	paper and electronic		<input type="checkbox"/>
ADM-25	Labor Negotiations Record of discussions between union negotiating team and management team	Permanent	Paper		<input type="checkbox"/>
ADM-26	Library Card Application/Adult Form for adult patron to fill out to receive a library card	1 month	Paper		<input type="checkbox"/>
ADM-27	Library Card Application/Children or Special Form must be signed by an adult accepting financial responsibility and regarding DVD's the child may check out.	Until child is 18	Paper		<input type="checkbox"/>
ADM-28	Library News Releases These are distributed to the media randomly as the topic arises.	Permanent	paper	paper and electronic	<input type="checkbox"/>
ADM-29	Library Publications A monthly Liaison is distributed at the circulation desk. Library Lines is produced three times a year.	Permanent	paper	paper and electronic	<input type="checkbox"/>
ADM-30	Litigation Records Documentation of legal proceedings and disposition of a case involving the library	5 years after case if closed and appeals exhausted	paper		<input type="checkbox"/>
ADM-31	Manager's Reports to Director Document monthly activities of a department	Permanent	paper and electronic		<input type="checkbox"/>
ADM-32	Meeting Room Contracts These forms are completed tri-annually in March, July, and November and expire at the beginning of the next quarter.	3 years after quarter end	paper		<input type="checkbox"/>
ADM-33	Overdue Circulation Records Record of material checked out that is overdue	6 months	paper		<input type="checkbox"/>
ADM-34	PC Reservation Accounts Cassie recognizes a library card or guest pass.	Based on System Capacities	electronic		<input type="checkbox"/>
ADM-35	PC Print Accounting & Login Information Cassie aggregates data printing and login information into separate statistical categories.	Based on System Capacities	electronic		<input type="checkbox"/>
ADM-36	Policy & Procedure Manual(current & old) Written Administrative, Circulation, Finance, HR and Public Service policies and procedures	Permanent	paper		<input type="checkbox"/>
ADM-37	Security Information -Security reports generated by staff and security -Yellow Security Log Sheets -Juvenile Fact Sheets	3 years	paper and electronic		<input type="checkbox"/>

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	-Restriction Correspondence				
ADM-38	Standing Order Database Database of non-fiction continuations	5 years	electronic		<input type="checkbox"/>
ADM-39	Statistical Reports Record of circulation statistics by material type	Until incorporated into year- end report	paper		<input type="checkbox"/>
ADM-40	Strategic Plan Plan maintained as a framework for provision of library programs and services	Permanent	paper		
ADM-41	Survey Reports Detailed study of gathered analyzed information	4 years	paper		
ADM-42	Teacher Delivery Requests A record of which materials a teacher requested	1 year	paper		
ADM-43	Tour, Story Time, School Visit Requests Record of number of tours, story times, and School visits	1 year	paper		
ADM-44	Training Manuals Manual maintained to train on security, emergency, and disaster procedures	Until training is completed and/or superseded	paper		
ADM-44.5	Transient Records/Copies of Records Records that contain information of short-term usefulness. Examples of transient records include personal notes, preliminary drafts, transient documents related to scheduling events or appointments, transient recordings of meetings and events, superseded drafts, etc. Examples of copies of records include duplicative records or additional copies of records that are no longer required and serve no useful purpose.	Until they are no longer of Admin. value.	paper and electronic		
ADM-45	Voter Manifest Forms A record of the number of people we registered to vote or change of addresses	3 years	paper		
ADM-46	Waivers/Art Gallery A legal release form is signed by each artist who displays monthly artwork	2 years	paper		
ADM-47	Waivers/Photo Release A signed release is made for every photo that will be used for any of our publications	Permanent	paper		

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ADM-48	Work Schedules/Bid Sheets Sign-up sheets for PTO and Sundays	2 years	paper and electronic		
ADM-49	Work Schedules Employee weekly schedules and changes	2 years	paper and electronic		
ADM-50	Security Camera Video & KERI Door System	System Capacity, unless part of an ongoing investi- gation or litigation	electronic		
ADM-51	Employee Driver's License and Insurance Verification Form	2 years after Employee Separation/ Termination of employment	paper		
ADM-52	PASSPORT Transmittal Forms	2 years	paper		
FIN-1	Annual Financial Reports/Auditor of State These records document the Library's financial condition and provide an auditor's opinion on the fair presentation of the financial statements.	Permanent	paper		
FIN-2	Annual Report/State Library This record is a statistical report submitted annually. It provides data about the library system such as size, hours of operation, circulation, and budgetary information.	Permanent	paper		
FIN-3	Appropriations Ledger This record is generated by KVS accounting system, shows budgeted appropriations and actual expenditures by appropriation code.	4 years provided audited	paper		
FIN-4	Bank Deposit Receipts These records serve as proof of deposit at a financial institution.	4 years provided audited	paper		
FIN-5	Bank Statements These records are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts.	4 years provided audited	paper		
FIN-6	Bids-Successful Formal Bid packets submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.	8 years after expiration of contract	paper		

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FIN-7	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.	4 years provided audited	paper		
FIN-8	Board of Trustees Committee Meeting Minutes Records of Committee Meeting Discussions	Permanent	paper		
FIN-9	Board of Trustees Meeting Agendas Scheduled order of topics for discussion	Permanent	paper		
FIN-10	Board Minutes These records document the proceedings at the Library Board Meeting including formal action taken by the Board of Trustees.	Permanent	paper and electronic		
FIN-11	Board Minutes/Audio Copy This record is an audio recording of the Board meeting which aids in the drafting of the minutes	8 years	electronic and CD		
FIN-12	Budgets Filed with County Budget Commission Forecasts revenues and expenditures for the next fiscal year	10 years provided audited	paper		
FIN-13	Cancelled Checks Copies of checks available on CD – bi-annually	4 years provided audited	CD		
FIN-14	Cash Books/Cash Journals These records provide a chronological listing of all cash transactions.	4 years provided audited	paper		
FIN-15	Certificate of County Auditor These records certify that the total appropriations do not exceed the official estimate of resources and amended certificates.	4 years provided audited	paper		
FIN-16	Check Registers This record is generated by KVS accounting system. It provides a listing of all checks written and includes check number, date and payee.	4 years provided audited	paper and electronic		
FIN-17	Clevnet System Agreement An agreement with Cleveland Public Library to maintain bibliographic and patron databases	Until superseded	paper		
FIN-18	Construction Contracts These documents are an agreement between contractor and the Library Board of Trustees.	8 years after project is completed	paper		
FIN-19	Contracts These records document an agreement between the Library and a third party such as vendors, program performers, or others.	8 years after expiration	paper		

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FIN-20	Court Order for Payroll Deductions These records include a formal order for wage garnishments such as for delinquent taxes, child support, or college loans.	2 years after termination of employment or order rescinded	paper		
FIN-21	Depository Agreements/Related Collateral These records document an agreement with a financial institution to serve as a depository of public funds.	Until superseded/ audited	paper		
FIN-22	Employee Earning Records These records document the gross pay and withholding for each employee by pay period.	5 years after termination of employment	paper and electronic		
FIN-23	Employee Withholding Requests Records consist of signed federal, state, and local withholding forms. They may also include forms authorizing deductions for charitable donations or private savings plans.	5 years after the most recent tax year to which it applies	paper		
FIN-24	Employee Tax Withholding Reports These records document that payroll withholdings have been reported and remitted to the appropriate federal, state or local taxing authority.	5 years provided audited	paper and electronic		
FIN-25	Expense Records Employee records for travel expenses and reimbursement for supplies for programs etc.	4 years provided audited	paper and electronic		
FIN-26	Financial Report to the Library Board Monthly Financial statement documenting the Library's financial condition month to month	5 years provided audited	paper and electronic		
FIN-27	Gift Records/Donations These records document donations of money or property and may include donor contact information, donation acknowledgement letter, date and amount of donation, and purpose if specified.	Permanent	paper		
FIN-28	Grant Files These records document funding received from grant sources and may include grant application.	5 years after end of grant provided audited	paper		
FIN-29	Form I-9 These records are Federal I-9 forms which document verification of identity and immigration status	3 years after hire or 1 year after termination of employment whichever is	paper		

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		later			
FIN-30	Insurance Policies These records document insurance policies that the Library purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, and directors and officer's liability.	5 years after expiration provided all claims have settled	paper		
FIN-31	Inventories (Property) These records provide information about capital expenditures; description, purchase price, date of purchase, etc.	Until superseded	paper		
FIN-32	Investments This record is generated in the KVS accounting system.	5 years provided audited	paper and electronic		
FIN-33	Invoices These records indicate an exchange of goods or services between the Library and a vendor and provide support for payments made to vendors.	4 years provided audited	paper and electronic		
FIN-34	Leases These records document any leases of equipment or property.	5 years after expiration provided audited	paper		
FIN-35	Leave Use and Balance Report These records document type of leave including comp, sick & PTO earned and used.	5 years	paper		
FIN-36	Official Bonds A bond is used for guaranty of personal honesty of officer furnishing indemnity against his defalcation negligence.	10 years after expiration	paper		
FIN-37	Payroll Journals/Reports Sick, PTO, Comp report/Union Dues report	5 years provided audited	paper and electronic		
FIN-38	OPERS Records and Reports Monthly retirement system reports, Old exemption forms	5 years, Permanent	paper and electronic		
FIN-39	Personnel Files Application/resume, performance evaluations, disciplinary actions, etc.	Permanent	paper and microfilm		
FIN-40	Petty Cash Records These records document expenditures out of the petty cash fund.	2 years provided audited	paper		

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FIN-41	Purchase Orders/Requisitions These records document that a purchase is authorized by administration and that funds are available to make the purchase.	4 years provided audited	paper and electronic		
FIN-42	Real Property/Acquisition Records These records provide information about capital expenditures such as property description, purchase, price, date of purchase.	5 years after asset is sold	paper		
FIN-43	Revenue Journal These records are generated by KVS accounting system and provide a listing of receipts by revenue account.	4 years provided audited	paper and electronic		
FIN-44	Telephone Bills Documentation on phone bills must be kept for filing of e-rate program.	5 years	paper		
FIN-45	Timesheets Record of employees' hours worked by date and time	3 years provided audited	paper and electronic		
FIN-46	Unemployment Benefits/Claims These records include correspondence from the Ohio Department of Job & Family Services regarding unemployment.	4 years provided audited	paper		
FIN-47	Voucher/paid invoices These records document the payment of an invoice.	4 years provided audited	paper		
FIN-48	W-2 Forms These records document the annual gross wages and applicable withholdings for the purposes of reporting income taxes.	4 years provided audited	paper		
FIN-49	W-4 Forms Employee instructions to employer for federal withholding per bi-weekly payroll	5 years after the most recent tax year to which it applies	paper		
FIN-50	Workers' Compensation Claims These records document claims filed for workers' compensation benefits.	7 years after termination of employment	paper		
FIN-51	Payroll Seniority Reports These records document payroll seniority.	4 years	paper		