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-Permanent

Accident Reports

Accounting Records not specified

Accounts Payable Ledger Amended Official Certificates

Annual Certificate of Estimated Resources

Annual Employee Absence Summary

Applications for Employment

Appropriation Ledgers Automated System Backups Bank Deposit Receipts Bank Statements

Bids – Unsuccessful

Book Inventories Budgets – Annual Canceled Checks Cash Journals

Certificates of Total Amount from Sources Available for Expenditures

Check Registers
Contracts and Leases

(building, structural & equipment)

Deduction Authorizations

Deferred Compensation Deduction Reports

Depository Agreements

Employee Request for FMLA

Encumbrance and Expenditure Journal

Garnishment Records

General Correspondence related to the required business of the library

Insurance Policies/Bonds

Inventories, except books Investment Reports

Job Advertisements

Levy Campaigns and Work Papers

Lost Books/Fine Records Memorial/Gift Records Patron Information Personnel Files

Prevailing Wage Records

Purchase Orders

Quarterly Payroll Reports for State (OBES) 5 years provided audited

Retention Period

5 years provided no pending action

5 years provided audited 5 years provided audited 5 years provided audited 5 years provided audited 5 years provided audited

4 years provided audited

Retain with personnel record if applicant

employed; others 1 year 10 years provided audited

3 months

4 years provided audited 4 years provided audited

4 years after Letting of Contract

provided audited

Maintained online until superseded

10 years provided audited 4 years provided audited 10 years provided audited 5 years provided audited

4 years provided audited 16 years after expiration

Until superseded or employment terminated

5 years provided audited 4 years provided audited

6 years after termination of employment,

provided audited 10 years provided audited

5 years after rescinded or employment

terminated 2 years

15 years after expiration provided all

claims have been settled 5 years provided audited 4 years provided audited 1 year if no action pending Life of Levy plus 5 years

Once paid removed from patron history

3 years

Permanent or three years after inactive 6 years after termination of employment, then retain retirement waivers, service record & leave balances permanently

6 years provided audited 5 years provided audited 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 10 years

Disposal Documents

Software Destroy when obsolete
Time Sheets 4 years provided audited

Transient material (all informal and/or Discretionary, retain until no longer of

temporary messages and notes, administrative value

including e-mail and voice mail messages,

and all drafts used in the production of public records)

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