

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: MAN-08	Title: RECORDS RETENTION AND RETENTION SCHEDULE		
Section: Management	Owner: Director	Resolution No: 17-24	
Board Approval Date: 7-17-2017	Staff Reviewed Date: 6-30-2021	Revised Date: 8-17-2020	Effective Date 8-17-2020

Policy Statement:

The Medina County District Library Records Commission as described in ORC Section 149.411 shall meet at least once each calendar year to review obsolete records for disposal and to approve revisions to the MCDL Records Retention Schedule. Revised schedules will be processed according to ORC Section 149.381 through the Ohio history connection and the Auditor of State.

The Business Manager/Fiscal Officer is responsible for submitting any required forms and records schedules as approved by the Records Commission to any designated agency. After the approval period of the designated agency and/or Auditor of State, the Business Manager/Fiscal Officer is responsible for the disposal of records.

See Attached: Retention Schedule

**MEDINA COUNTY DISTRICT LIBRARY
RECORDS RETENTION SCHEDULE (RC-2)**

**Revised 10/16/2017
Revised 09/16/2019
Revised 08/17/2020**

ADMINISTRATION

Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
ADM 01	Annual Report To State Library	Annual survey reported to Library of Ohio	PERMANENT	Paper & Electronic	Senior Administrative Assistant file drawers	Administration Office
ADM 02	Art Show Documents	Applications, waivers and inventories of art exhibits	Current year plus 1 year	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 03	Board of Trustees Agenda Packet	Agendas, Meeting Minutes, Financial, Director's and Personnel Reports, Resolutions And All Documents Presented To Board of Trustees In Preparation For Regular, Special And Committee Meetings	PERMANENT	Paper & Electronic	Director's office or basement storage room/Shared drive electronic file	Administration Office
ADM 04	Board of Trustee Files	Board member applications, contact information and appointment documents	6 years after service provided audited	Paper & Electronic	Senior Administrative Assistant files	Administration Office
ADM 05	Board of Trustees History List	Ongoing record of Board members' service, contact and committee information	PERMANENT	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 06	Board Resolutions	Ongoing and annual list of Board-approved resolutions	PERMANENT	Paper & Electronic	Senior Administrative Assistant files; Incorporated into library Policy and Procedure Manual at year-end	Administration Office; Human Resources at year- end
ADM 07	Bond/Levy Non-fiscal Information	Letters, campaign plans, strategies for library bond or levy issues	Current and 1 previous bond issue or levy	Paper & Electronic	Senior Administrative Assistant file drawers	Administration Office
ADM 08	Consultant Reports	Reports submitted by consultants engaged by library	Until no longer of administrative value	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 09	End of Year Statistics Summary	Summary of one calendar year non-fiscal statistics	PERMANENT	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 10	Incident Reports	Written reports of incidents or accidents involving public and/or staff	Current year plus 5 years	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 11	News Articles	Copies of articles from local media mentioning the library	PERMANENT	Paper & Electronic	Director's office or basement storage room	Administration Office
ADM 12	Non-monetary Donation Forms	In kind donations of books, items, services or products	Current year plus 5 years	Paper & Electronic	Senior Administrative Assistant file drawers	Administration Office
ADM 13	Reference Survey Tallies	Semi-annual tally sheets used to count reference questions	Until data entered in spreadsheet	Paper & Electronic	Senior Administrative Assistant file drawers	Administration Office
ADM 14	Reference Survey Summary	Completed summary of reference survey	Current year plus 1 year	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 15	Statistics Spreadsheets	Monthly non-fiscal library usage statistics	Current year plus 5 years	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 16	Strategic Plans	Formal Board-adopted plans outlining library development and goals for specific period	Current year plus 2 previous plans	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 17	United Way Pledge Forms	Pledge forms that staff complete for payroll deduction/donations to United Way	Current year plus 2 previous years provided audited	Paper & Electronic	Shared drive electronic file	Administration Office
ADM 18	Recordings of Board Meetings	Audio/visual/digital recordings of Board meetings	Until minutes are approved by Board of Trustees	Paper & Electronic	Shared drive electronic file	Administration Office

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FINANCE

Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
FIN 01	Annual Appropriations Resolution	As adopted by library Board of Trustees; submitted annually to Medina County Auditor	PERMANENT	Paper & Electronic	Finance Office File Cabinet Electronic version in Finance Drive	Fiscal Officer
FIN 02	Annual Financial Report	Submitted to Auditor of State annually; includes Management Discussion and Analysis, Notes, and required financial statements	PERMANENT	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 03	Annual Financial Report Notice	Public notice that Financial Statement is available for review	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 04	Annual Permanent Budget	Adopted by the Board; used as guideline for revenue and expenses	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 05	Annual Tax Budget	Preliminary alternative tax budget; submitted to Medina County Auditor by July 20th of each year	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 06	Bank Deposit Receipts	Issued from bank upon deposit of library receipts; with backup documentation	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 07	Bank Statements	Monthly bank statements	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 08	Bank Account Reconciliations	Bank account reconciliation documents and reports	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 09	Bankruptcy Notices	Received by library noting people whose bankruptcy has been approved by a bankruptcy court or judge	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 10	Bids - Construction	Formal bidding responses for construction, renovation, alterations, etc. per Ohio Revised Code 3375.41(successful/unsuccesful)	16 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 11	Biennial Audit Report	Auditor of State's or Independent public accounting firm's full audit report including Management Letter if applicable	PERMANENT	Paper & Electronic	Fiscal Officer File Cabinet	Fiscal Officer
FIN 12	Bond Issue Documents	Official statement, debt documents, debt repayment schedule, any refunding documents if applicable	6 years after debt retired provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 13	Building blue prints	Official building blue prints	PERMANENT or 6 years after sale	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 14	Cancelled Checks	Electronic copies of library-issued checks cleared through bank	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 15	Cash Register Error Form	Used to record error in transaction type or amount when collecting fines and fees	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 16	Certificate of Available Resources	Certificate of the Total aAmount from all Sources Available for Expenditures, filed annual with County Auditor	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 17	Claims and litigation	Court and legal documentation	16 years after case closed and all appeals exhausted	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 18	Construction Files	All requisitions, purchase orders, invoices and copies of checks pertaining to a major library construction project	16 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer

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Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
FIN 19	Contracts/Service Agreements	With vendors, independent contractors, program presenters, others	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 20	Credit Card Receipts	Payment and settlement of credit card transactions for receipt of fines/fees/other receipts	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 21	Depository Agreements	Agreements with banks for deposit of public funds as approved by Library Board of Trustees	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 22	Deposit Reconciliation Form	Used to record and reconcile cash register drawer with bank deposit	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 23	Distribution statement - PLF/LLGSF	Monthly receipt statements of Public Library Fund/Library & Local Govt Support Fund state tax revenues from Medina County Auditor	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 24	Donation Record Form	Used to record monetary donations exceeding threshold set by Board policy	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 25	Equipment Inventory Form	Used to record fixed assets to add to inventory	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 26	E-rate Documents	Contracts, dumentation, voucher packets, and forms filed with federal Universal Services Administrative Company Schools and Library division reimbursement program	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 27	Errors and Omissions Insurance Policies	Issued by insurance company	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 28	Financial ledgers and journals	Accounting system-generated reports of transactions entered and posted	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 29	Fixed Asset Inventory	Inventories of fixed assets over threshold set by Board of Trustees	6 years and audited and superseded by updated inventory	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 30	General Liability, Property, and Automobile insurance policies	Issued by insurance company	6 years after completion with no legal action and all claims settled	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 31	Grant Files	Applications, awards and financial reports filed with granting agency	6 years after audited and all private, local, state and federal reporting and accounting requirements were met	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 32	ILS System Reconciliation Records	Daily and monthly reconciliation spreadsheets for comparing fines and fees collected to ILS system	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 33	IRS W-9 Forms	Completed by independent contractor providing Federal Identification or Social Security number	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 34	IRS 1099 Forms	Completed and filed IRS 1099 forms and 1098 form	10 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 35	Journal Entry and Reports	Journals and supporting documentation for posting to accounting system	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 36	Leases - Buildings and Equipment	Signed leases for buildings and equipment	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer

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FINANCE

Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
FIN 37	Monthly Financial Report	Includes reports from accounting system -- Statement of Cash, Bank Report, Revenue Report, Expense Report, Checks Written	6 years provided audited	Paper & Electronic	Fiscal Officer File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 38	Ohio Sales Tax Reports and Remittance Records	Reporting and remittances of Ohio sales taxes as collected on items resold	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 39	OPERS Independent Contactor Acknowledgement Form (PEDACKN)	Completed by independent contractor acknowledging non-public employee status	PERMANENT	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 40	Payroll Ledgers and Journal Entry Reports	Transaction and documentation for posting payroll expenses to accounting system	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 41	Pledged Collateral Statements	Quarterly statements issued by banks showing collateral for public funds deposits as required by Ohio Revised Code	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 42	Prevailing wage statements	Documentation of contractors' proof of payment to workers as required by Ohio Revised Code for some construction projects	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 43	Purchase Orders	Signed; for library purchase of goods and services; accounting system-generated	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 44	Purchase Requisitions	Approved completed form generated by library staff requesting purchase of goods or services	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 45	Real Estate Tax Settlement Statements	Statements of semi-annual distribution of real estate taxes collected by County Auditor	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 46	Real property Acquisition Records	Documentation of real property purchased by library Board	PERMANENT until sold	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 47	Real Property Sale Records	Documentation of real property sold by library Board	6 years after sale and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 48	Records Retention Schedule (RC-2)	Form and document as approved by Records Commission and filed with Ohio Historical Society and Auditor of State	PERMANENT	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 49	Records Disposal, Certificate of (RC-3)	Form and document as approved by Records Commission and filed with Ohio Historical Society and Auditor of State	PERMANENT	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 50	Request for Advance of Taxes Collected	Annual request for advance of taxes collected; sent to Medina County auditor	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 51	Request for Proposal Responses	Proposals as submitted in response to a Request for Proposal for goods and services (successful/unsuccessful)	6 years after completion and audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 52	Surety Bonds	Public official surety bonds; original and renewal documents	6 years after completion and audited; with no legal action and all claims settled	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 53	Surplus/Obsolete Equipment form	Used to record surplus/obsolete equipment to be sold or disposed of and to update fixed asset inventory	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer

MEDINA COUNTY DISTRICT LIBRARY RECORDS RETENTION SCHEDULE (RC-2) FINANCE						
Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
FIN 54	Tax Resolution Accepting Rates/Amounts	Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
FIN 55	Voucher Packets	Accounts payable invoices and copies of checks issued for payment	6 years provided audited	Paper & Electronic	Finance Office File Cabinet/ Electronic File - Finance Drive	Fiscal Officer
MEDINA COUNTY DISTRICT LIBRARY RECORDS RETENTION SCHEDULE (RC-2) GENERAL						
Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
GEN 01	General Correspondence	Communications to and from library administration, management and staff, all others; includes email	Until no longer of administrative value	Paper & Electronic	All locations	All staff
GEN 02	Transient Records	Copies, drafts, proofs, post-its, voicemails	Until no longer of administrative value	Paper & Electronic	All locations	All staff

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 Revised 09/16/2019
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HUMAN RESOURCES

Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
HRO 01	Benefit Plans - Premium Conversion Plans	Plan documents, agreements, plan information, enrollees, rate sheets	6 years after term of plan provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 02	Bureau of Workers Comp Employee Claims	Individual employee claims and BWC determinations	11 years after date of final payment	Paper & Electronic	HR File cabinet	HR Manager
HRO 03	Bureau of Workers Comp - PERRP Form	Summary of Work Related Injury Forms	6 years provided audited and if no legal action and all claims settled	Paper & Electronic	HR File cabinet	HR Manager
HRO 04	Bureau of Workers Comp - Safety Council	Semi-annual reports and rewards	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 05	Collective Bargaining Agreements	Signed agreements, revisions, formal negotiation notes with SEIU District 1199	PERMANENT	Paper & Electronic	HR File cabinet	HR Manager
HRO 06	DOT Drug Testing	Pre-employment testing results, random drug and alcohol selections and results	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 07	Employee Personnel Files	Applications, recommended hire forms, confirmation letters, background checks, performance plans, tax forms, sick bank request forms, leave of absence forms, change forms, payroll deduction forms	8 years after termination and audited, with OPERS and Personal history Sheets removed and retained separately	Paper & Electronic	HR File cabinet	HR Manager
HRO 08	Form I-9 Immigration Reform and Control Act	I-9 forms completed by employees	4 years after no longer required by law, which is 3 years after date of hire, or 1 year after date of term, whichever is later	Paper & Electronic	HR File cabinet	HR Manager
HRO 09	Health and Safety Surveys	Annual health and safety surveys completed by staff	6 years and audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 10	Job Postings/Interview Materials	Job postings, interviewed candidates' resumes, employment applications and interview questions	Current plus 4 years	Paper & Electronic	HR File cabinet	HR Manager
HRO 11	Legal Opinions and Matters	Human resource related questions and opinions related to employment, benefits, compensation	PERMANENT	Paper & Electronic	HR File cabinet	HR Manager
HRO 12	Minors Employed List	Employees under age 18 as posted	3 years or no longer of admin value	Paper & Electronic	HR File cabinet	HR Manager
HRO 13	Personal History Sheets	Running history of employment - date of hire, changes, leave of absences	PERMANENT - pull from personnel file at termination	Paper & Electronic	HR File cabinet	HR Manager
HRO 14	Policy and Procedure Manual	Previous versions of policies	Current plus 6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 15	Sick Bank Documents	Enrollment forms, eligibility reports, statements	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 16	Sub Lists - Internal and External	List of employees requesting to work additional hours, correspondence, hours worked	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 17	Sunday Forms and Schedules	Sign-up forms, correspondence, schedules	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager
HRO 18	Union Correspondence	Correspondence to/from Union, new hires, other information	6 years provided audited	Paper & Electronic	HR File cabinet	HR Manager

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Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
HUMAN RESOURCES						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
HRO 19	Volunteer and Practicum Student Information	Applications, reference release forms, background check results	3 years after removal from Volunteer list	Paper & Electronic	HR File cabinet	HR Manager
HRO 20	Request for Attendance/Reimbursement at Library Meeting, Workshop or Conference Form	Approved requests for staff attendance at workshops, conferences or meetings	2 years	Paper & Electronic	HR File cabinet	HR Manager
HRO 21	Educational Sign-in Sheets	Sign-in sheets of staff attending trainings	2 years	Paper & Electronic	HR File cabinet	HR Manager
HRO 22	Employment Applications - Non-interviewed applicants	Employment applications for applicants who were not interviewed	1 year after application date	Paper & Electronic	HR File cabinet	HR Manager

MEDINA COUNTY DISTRICT LIBRARY RECORDS RETENTION SCHEDULE (RC-2)						
Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
MANAGEMENT						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
MAN 01	Annual report	Library publication of annual summary of activity, statistics, progress, accomplishments and finances	PERMANENT beginning 2012	Paper & Electronic	Community Relations electronic files	Community Relations Manager
MAN 02	Book Locker Requests	Member information used to request a book locker	1 day	Paper & Electronic	Customer Service Desk	Customer Servicest staff
MAN 03	Branch Specific Employee Handbooks	Branch specific information, emergency procedures, opening/closing procedures, etc.	Until superseded by revisions	Paper & Electronic	Branch Manager's Files	Branch Managers
MAN 04	Department, Team, Committee and Staff meeting agendas and notes	Taken by department head, manager or supervisor of regular meetings	Until no longer of administrative value	Paper & Electronic	Documents of individual managers and supervisors	Individual managers and supervisors
MAN 05	Library Art Inventory	Artwork owned by the library system	6 years provided audited	Paper & Electronic	Community Relations files	Community Relations Manager
MAN 06	Library Card Applications	Application to receive new library card; includes application for e-card	Until data is entered into Sirsi	Paper & Electronic	Customer Service Desk	Customer Service staff
MAN 07	Library Live newsletter	Periodical publication describing current library activities and services	PERMANENT beginning 2014	Paper & Electronic	Community Relations electronic files	Community Relations Manager
MAN 08	Meeting Room Reservations	Information from public provided to reserve library meeting rooms	Current month plus 1 month	Paper & Electronic	Evanced Event software	Customer Service staff
MAN 09	Reconsideration of Library Material Form	Completed by members questioning collection material	Current year plus 1 year	Paper & Electronic	Collection Resources manager's files	Collection Resources Manager
MAN 10	Non-paid Presenter Agreements	Agreement with program presenters not receiving payment	Current year plus 1 year	Paper & Electronic	Shared drive electronic file	Events Coordinator
MAN 11	Press Releases	Formal release of information to the public regarding library	Current year plus 2 years	Paper & Electronic	Community Relations electronic files	Community Relations Manager
MAN 12	Event Registrations	Names of pulic registered to attend library programs	30 days after program concludes	Paper & Electronic	Evanced Event Software/electronic file	Events Coordinator
MAN 13	Promotional Materials	Printed copies, digital files, website graphics, photos, videos, sound recordings or any other audio visual media used to promote or advertise library functions, events or services	Until no longer of administrative value	Paper & Electronic	Varied media	Community Relations Manager
MAN 14	Regular Reports from Staff to Manager or Supervisor	Summary of monthly accomplishments and progress to supervisor or manager	Current year plus 1 year	Paper & Electronic	Documents of individual managers and supervisors	Individual managers and supervisors
MAN 15	Response to Member Review of Library Materials	Correspondence to member in response to review of library material	Current year plus 1 year	Paper & Electronic	Collection Resources manager's files	Collection Resources Manager
MAN 16	Staff Schedules	Weekly record of staff schedules, staff requests for schedule changes, and subs called	Current plus 1 year	Paper & Electronic	Manager and Supervisor files	Managers and Supervisors
MAN 17	Summer Reading Statistics	Spreadsheets detailing numbers of summer reading program registrations	Current year plus 4 years	Paper & Electronic	Shared drive electronic file	Events Coordinator
MAN 18	Permission Slips	Permission forms required by the library for participation at programs or events	30 days after program concludes	Paper & Electronic	Manager and Supervisor files	Individual managers and supervisors
MAN 19	Event Evaluation Form	Evaluations completed by staff or public at library events	Until no longer of administrative value	Paper & Electronic	Events Coordinator files	Events Coordinator

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Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
PAYROLL						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
PAY 01	Accrual Adjustment Worksheets	Calculations for adjustments made to carryover vacation leave if over the maximum allowed, others	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 02	Bargaining Unit Enrollment Cards	Enrollment cards for employees joining Union	After termination	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 03	Benefit Accrual Reports	Vacation, sick, personal accrual reports	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 04	Benefit Contribution and Remittance Reports	Reports of employee and employer contributions to benefit providers	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 05	Child Support/Garnishment Orders	Court orders, calculations, documentation and correspondence for garnishments	6 years after cancellation of order, provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 06	Direct Deposit Forms - Employee	Banking information for mandatory Direct Deposit of paycheck for all employees	Until superseded or terminated	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 07	Employee Wage, Accrual, Withholding, Other Adjustments	Worksheets, documentation and postings of adjustments to employee wages, accruals, withholdings or other items	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 08	Legal Opinion	Legal opinions requested and answered by attorney regarding payroll, compensation and other items	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 09	Ohio Dept of Jobs and Family Services Unemployment Claims	Claims and notification for unemployment compensation	6 years after final payment	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 10	Ohio Dept of Jobs and Family Services Wage Reports	ODJFS and OH Bureau of Employment Services quarterly wage reports	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 11	OPERS Certification of Final Payroll - Form SRE-85	Forms completed by employer with wage information for employees intending to retire	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 12	OPERS Employee Contribution Reports -- Monthly	Report of monthly wage contributions to OPERS	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 13	OPERS Optional Exemption Forms	Completed documents for exemption from OPERS withholding	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 14	OPERS Personal History Reports - Form A	Forms completed by new employees and certified by library for new hires	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 15	OPERS Reemployment of Retiree Documents	OPERS notifications and documents for reemployment of OPERS retiree	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 16	OPERS Retirement, Refund, Buyback, Delinquent Contributions Documents	Applications and notifications for retirement, refund, buyback and delinquent contributions from OPERS	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 17	OPERS Salary Reduction Pick-Up Plan Documents	Board-approved OPERS pick-up plan documentation and forms	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 18	Payroll Registers and Reports	Registers of wages paid to employees each payroll including master file, benefit accrual, tax, payroll deductions and other reports	PERMANENT	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 19	Payroll Change Forms/Documentation	Documentation for changes, additions, corrections to employee data for payroll processing	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 20	Prior Public Employment Vacation Service Credit	Documentation of previous public service for vacation accrual credit	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
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Revised 10/16/2017 Revised 09/16/2019 Revised 08/17/2020						
PAYROLL						
Record Series	Name	Description	Retention Period	Media Type	Location	Custodian
PAY 21	Retirement Incentive Plan Reports	Documents recording employees opting to retire with Board-approved incentive	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 22	Seniority Report - Official	Annual report of seniority and backup documents as sent to Union	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 23	Timecards	Timecards listing employee hours worked for payroll processing	6 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer
PAY 24	W-2's and W-3's	Internal Revenue Service W-2 Wage and Tax Statements and any amendments via W-2c	10 years provided audited	Paper & Electronic	Finance Office -- Payroll file cabinet	Fiscal Officer