

PHILLIPS FREE LIBRARY
DOCUMENT RETENTION POLICY

The corporate records of Phillips Free Library are important assets. Organization records include essentially all records you produce as an employee, whether hard copy or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as computerized desk calendar an appointment book or an expense record.

The law requires the library to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the agency to penalties and fines, cause the loss of rights, obstruct justice, place the agency in contempt of court, or seriously disadvantage the agency in litigation.

The library requires that all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any slated destruction schedule: If an employee believes, or the agency informs an employee, that agency records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then the employee must preserve those records until the Board of Directors determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact The Executive Director.

From time to time the agency establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factor.

TYPE OF RECORD

RETENTION PERIOD

ACCOUNTING

Accounts receivable subsidiary ledgers (electronic)	7 years
Accounts payable subsidiary ledgers (electronic)	7 years
Auditors' reports/schedules	Permanently
Bank deposit slips	3 years

Banking communications	7 years
Budgets	2 years
Cash disbursements journal	Permanently
Cash receipts journal	Permanently
Contracts, government and general (after expiration/termination)	15 years
Depreciation records	Permanently
Employee expense reports	7 years
Annual financial statements	Permanently
Interim/internal financial statements	3 years
General journal/ledger and End-of-year trial balances (electronic)	Permanently
Inventory lists	7 years
Invoices to customers	5 years
Invoices from vendors	5 years
Internal audit reports	Permanently
Petty cash vouchers	3 years

AGENCY RECORDS

Annual reports	Permanently
Articles of Incorporation	Permanently
Constitution and Bylaws	Permanently
Board and Board Committee minutes	Permanently
Contracts and leases (expired)	Permanently
Contracts and leases (active)	Permanently
Deeds, mortgages and bills of sale	Permanently
Legal correspondence (important)	Permanently
Property appraisals	Permanently

Property records	Permanently
Tax-exemption documents (IRS 1023)	Permanently

INSURANCE

Accident reports & claims (settled cases)	7 years
Expired insurance policies	7 years

PERSONNEL

Employee files (after termination)	7 years
Employment applications	3 years
Payroll records, summaries and tax returns	7 years
Pension/profit sharing retirement plan tax	Permanently
Tax information, returns, & correspondence	
Time cards & daily reports	7 years

TAXES

Income tax returns & cancelled checks	Permanently
Payroll tax returns	7 years
Property tax returns	Permanently
Sales and use tax returns	7 years

PATRON RECORDS

Patron Registration Cards	3 years after last activity
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