

RECORDS RETENTION AND DISPOSITION

The following schedule is a result of and partially derived from reviewing The Library of Virginia's Records Retention and Disposition Schedules (the continuing authority under the provisions of the *Virginia Public Records Act*, Sections 42.1-76, et. seq. of the *Code of Virginia*).

All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.

All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved. The retentions and dispositions listed apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc.

Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

DISPOSITION FOR ADMINISTRATIVE RECORDS

Upon Receipt

Unsolicited Applications and/or Resumes	Refers to applications or resumes received for which no position has been announced.
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Retain Permanently

Audit Records – External Audit Report	Refers to audit of the library by an outside auditing firm.
Budget Records: Adopted Budget Files	Refers to budget adopted by the appropriate governing body (consists of final copy that outlines the approved expenditures for the year).
Correspondence of Board Chairperson	Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes and their attachments, in any format.
Legal Opinions	Refers to opinions requested by the board, employees or departments from attorneys on matters of law.
Minutes (Board/Committees) (of Enforcement, Regulatory, or Decision Powers)	Refers to documents of proceedings of various meetings of boards and/or committees having regulatory or decision powers.

Policy and Procedure Records
(Originator's Record Copy)

Policy(ies) or procedural guidance issued and/or approved by the board.

Retain until Superseded

Circulation Records – Patron History

Refers to the borrowing history of specific patrons. Items returned on time and undamaged do not become part of a patron's recorded history.

Employee Directories

Fixed Assets Files

Retain Until Employee Departure

Employee Personnel Files

Refers **only** to Supervisor's Copy.

Retain 30 Days

Computer/Equipment Sign-Up Sheets

Refers to sheets used, primarily for computer use sign up, for the purposes of control and maintenance of statistics.

Retain 1 Year

Audio-Visual Equipment Use Forms

Display Case/Artwork Use Records
and Forms

Interlibrary Loan Files

Meeting Room Use Records

Monticello Avenue Applications/Renewals

Public Hearing Notices

Documents of issuance and publication of public hearings.

Requests for Purchase of Library Materials

Staff Training Requests

Retain 2 Years

Emergency Planning and
Related Records

Refers to disaster plans, emergency action plans, contingency plans.

Retain 3 Years

Accounts Payable Records	Or until audit, whichever is longer.
Accounts Receivable Records	Or until audit, whichever is longer.
Agendas and Supporting Documentation Files	Refers to scheduled and published agendas and public notices of meetings along with materials reviewed or used by the board in making decisions. May include items presented to the board or introduced by board members.
Attendance Records	
Board/Conference/Committee Meetings (Electronically Held Meetings)	Or until minutes are transcribed and approved, whichever is greater.
Cash Reports and Records (Settlement Records)	Or until audit, whichever is longer.
Cash Reports and Records (Transmittal Records)	Or until audit, whichever is longer.
Compensation Board Records and Reports	Or until audit, whichever is longer. (Refers to actions and activities of the board.)
Correspondence of Board Members	Refers to documents of incoming and outgoing letters, email, memoranda, faxes, notes and their attachments, in any format. (Note: Except for Chairperson.)
Correspondence of Department and Branch Managers	Refers to incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format.
Credit Card Receipts	Or for the terms of the contract, whichever is longer.
Deposit Records	Or until audit, whichever is longer. Refers to documents for the deposit of funds into bank accounts.)
Employee/Volunteer Background Checks	
Employment Reference Waiver Forms	
Equal Employment Opportunity Commission Records and Reports	Or until closure of the unresolved personnel issues.

Exit Interviews

Financial Accounting Reports

Or until audit, whichever is longer. (Refers to documents for financial transactions which provide reference information on the income and expenditures by the library.)

Freedom of Information Act

After final action. (Refers to requests to view official records or retrieve information from official records.)

Grant Files, Federal and State

Or until audit, **or** as long as required by the terms of the grant, whichever is longer.

Grievance Records and Reports

After closure.

Health Certificates

After departure from the position. Refers only to certificates required for that particular position.

Insurance Records and Reports

After policy expiration or until audit, whichever is longer. (Refers to insurance coverage carried by the library.)

Investigative Files, Records
or Reports

Refers to records of any internal investigation of incidents, officers, employees, departments or operations and policies not covered by another general/specific schedule.

Leave Records

Or until audited, whichever is longer.

Pay Classification Records

Payroll Records – Leave Records

Or until audit, whichever is longer.

Personnel Action Notices

Documents, which effect an individual's pay, grade, job title or classification, changes of pay and/or status.

Promotions/Demotions, Layoffs,
Terminations or Tenure Records

Purchasing Records
(Bid and Bid Proposal Records)

Or until audit, whichever is longer.

Purchasing Records
(Purchase Orders and Requisitions)

Or until audit, whichever is longer.

Receipt Records	Or until audit, whichever is longer. (Refers to documents for receipt of money by library – consists of copy of receipt issued to the payee.)
Recruitment Records	After position filled. Refers to hiring, interviewing and selection (remaining documents after transferring of relevant records to personnel file.)
Reimbursement Records/Reports	Or until audit, whichever is longer. (Refers to reimbursement of money to employee for library related expenses borne out-of-pocket.)
Retirement Files (Employment Records)	After death, Or until employee is no longer vested in the system.
Safety Records	After last action. (Refers to accident reports, accident investigations and safety policy statements, except records required by OSHA or the Department of Labor and Industry.)
Verification of Employment Records	
Volunteer Records – Recruitment & Selection	
Volunteer Records – Work History	

Retain 5 Years

Accident/Illness Reports	After the incident. (Refers to documents of the occurrence of occupational injuries and illnesses such as OSHA Records.)
Annual Reports	Refers to annual reports submitted to the State Library and those produced for public use.
Budget Records: Budget Working Files	After budget adoption. (Refers to working files used to draw up/plan the budget for consideration by the governing body).
Consultants' Reports and Related Documents	Refers to consultant reports produced by or for the library.
Contracts	After contract expiration or until audit, whichever is longer. (Refers to legal agreements between library and businesses, groups, and other organizations. Consists of signed contracts and supporting documentation.)
Friends of the Library Funding Requests	

Incident Reports

Litigation Case Files

After final disposition. (Refers to documents of current status of legal cases involving the library, board, employees or departments.)

Payroll Records
(Deduction Authorizations)

After being superseded.

Payroll Records
(Payroll)

Or until audit, whichever is longer.

Payroll Records
(Time and Attendance)

Or until audit, whichever is longer. (Refers to work hours.)

Reconsideration of Library Materials/
Website

Unemployment Insurance
(Claim Files)

After case closure and audit.

Unemployment Insurance Records
(Report Files)

Or until audit, whichever is longer.

Vouchers
(Accounting)

Or until audit, whichever is longer. (Refers to document of the expenditure of funds by the library and is the authorizing document upon which the checks are issued.)

Worker's Compensation
(Reports and Documentation)

After closure or audit, whichever is longer.

Retain 5 Years After Termination

Employee Personnel Files

Creation of a "History Summary Sheet" should be created prior to destruction of actual records.

Retain 10 Years

Ledger, General

Refers to documents of fiscal transactions of the library – ledger documenting receipt, transfer, and expenditure of funds by agency.

Retain 10 Years After Closure

Legal Case Files

Refers to Administration's copies of suits by or against the library, its departments, officers or employees.

Retain 30 Years After Departure

Employee Health Records

Employee History Summary Sheets

General Administrative

Board/Conference/Committee Meetings
(Notes/Recordings)

Destroy after minutes are transcribed and approved. (Refers to notes or recordings of meetings, including stenographer's notes or audio or visual recordings.) **This does not apply to electronically held meetings.**

Computer System Test Records

Delete or destroy when no longer administratively useful.

Correspondence-Routine Administrative
(Not Specified Elsewhere)

Retain as long as administratively necessary.

Discrimination Complaint Case Files --
Charges Files

Retain all records of the charge or the action until final disposition of the charge or action, then destroy.

Electronic Databases or Spreadsheets
(Administrative)

Delete or destroy entire file or individual records when no longer administratively useful.

Electronic Files
(Used Solely To Create a Hard
Copy Record)

Delete when no longer administratively useful. (Refers to electronic file created solely to produce a specific paper or other nonelectronic output, having no value in itself because it is a duplicate.)

Electronic Indexes or Finding Aids

Delete or destroy entire file or individual records when replaced or when related records are destroyed. (Refers to listings used to locate/identify names, files, phone numbers or records. Only value of the file is to locate or identify something else.)

Electronic Mail (Non-Records)	Delete when no longer administratively useful. (Refers to messages, mail, files, or other products sent or received electronically through a computer system, network and/or modem. Includes listserv messages, courtesy copies of messages, non-policy announcements, information-only copies of messages.) Correspondence of Board Chairperson, including email, must be retained permanently. Correspondence of Board members, including email, must be retained for at least 3 years.
Input Documents	Retain until verified, then destroy. These documents are classified as duplicates once input is verified. (Refers to documents created for sole purpose of entering data into computer databases and spreadsheets.)
Job Descriptions	Retain until elimination of position or as long as administratively useful.
Monthly/Personnel Reports	Retain as long as administratively useful. (Refers only to documented activities by library managers to others. Includes regular monthly reports.)
Photo Release Forms	Retain until photos are no longer needed.
Policy and Procedure Records (Others)	Retain until superseded, obsolete, or rescinded. (Refers to policy or procedural guidance not issued or approved by the Board or to duplicate copies of approved material.)
Presentation Materials	Retain as long as administratively necessary. (Refers to materials created for use in briefings, demonstrations, classes or seminars- e.g., slides, overheads, flip charts, handouts.)
Printouts, Print Files, or Master File Extracts	Destroy when no longer administratively useful. (Refers to documents or files containing only information extracted from a master file or database when original information remains on the master file or database.)
Programs, Program Documentation, and Instructions	Retain until all electronic records created using the programs have been destroyed or converted to another program or format; then delete or destroy.
Publisher Permissions	Retain as long as administratively useful.

Security Backup and Recovery Copies and
Files of Electronic Records or Programs

Retain off-site until replaced or superseded or
retain as long as administratively necessary.
(Note: Includes circulation records.)

Staff Training Evaluation Forms

System Management or Control Records

Delete when no longer administratively useful.

Voice Mail Messages

Delete when no longer useful.