

Records Retention Schedule

OFFICE ADMINISTRATION.....	4
001 BYLAWS - PERM	4
002 POLICIES, PROCEDURES, AND DIRECTIVES - PERM	4
003 ANNUAL REPORTS - PERM	4
004 MEETING RECORDS--OPEN SESSION - PERM	4
005 MEETING RECORDS--CLOSED SESSION - EVT	4
006 ADMINISTRATION - GENERAL CORRESPONDENCE - CR+2	4
007 DIRECTOR/ASSISTANT DIRECTOR'S REPORTS - CR+7.....	5
008 ADMINISTRATIVE SUBJECT FILES - ACT+5.....	5
009 MEETING RECORDS-INTERNAL STAFF - CR+2.....	5
010 PLANNERS/CALENDARS - CR+2	5
011A DONOR FILE--MONETARY DONATIONS - CR+7.....	5
011B DONOR FILE--PROPERTY DONATIONS - ACT	5
012 FRIENDS OF THE LIBRARY FILES - ACT	5
013 ANNUAL REPORT TO THE LIBRARY OF MICHIGAN - CR+10.....	5
014 GRANT FILES - ACT	5
015 MILLAGE RECORDS - CR+6	6
016 ACCIDENT REPORTS/CLAIMS - CR+7	6
017 PATRON DISCIPLINARY FILES - ACT+5.....	6
018A STRATEGIC PLANNING--DEVELOPMENT DOCUMENTATION - SUP	6
018B STRATEGIC PLANNING--FINAL APPROVED PLAN - PERM	6
019 FREEDOM OF INFORMATION ACT (FOIA) RECORDS - CR+1	6
FINANCIAL RECORDS.....	6
020 FINAL ANNUAL BUDGET - CR+10.....	6
021 BUDGET DOCUMENTATION - CR+5.....	6
022 ANNUAL FINANCIAL REPORT/AUDIT - CR+10.....	7
023 MONTHLY FINANCIAL REPORTS - FY+7.....	7
024 ACCOUNTS PAYABLE/RECEIVABLE - FY+7	7
025 JOURNAL ENTRIES/GENERAL LEDGER - FY+7.....	7
026 BALANCE SHEET - FY+7	7
027 DEPOSIT SLIPS AND CANCELLED CHECKS - FY+7.....	7
028 INVOICES - FY+7.....	7
029 PURCHASE/ORDER RECORDS - FY+7.....	7
030 SALES RECORDS - FY+7	8
031 CASH RECEIPTS - FY+6	8
032 PETTY CASH VOUCHERS - FY+7	8
033 BANK STATEMENTS AND RECONCILIATIONS - FY+6.....	8
034 CONTRACTS - EXP+6.....	8
035 LEASES - EXP+6	8
036 LEGAL OPINIONS - PERM.....	8
037 LITIGATION FILES - ACT+5	8
038 ANNUAL INVENTORY AND DEPRECIATION SCHEDULES - FY+7	8
039 STATE TAX RETURNS - FY+7	8
040 PAYROLL DEDUCTION/LIABILITY RECORDS - FY+7.....	9
041 INSURANCE - EXP+6.....	9
042 BIDS NOT AWARDED - CR+7	9
043 W-2 FORMS - FY+6.....	9
044 EMPLOYER CONTRIBUTIONS TO RETIREMENT ACCOUNTS - FY+7.....	9
045 PAYROLL SUMMARIES - FY+7.....	9

FACILITY RECORDS	9
046 BLUEPRINTS/BUILDING PLANS - PERM.....	9
047 LICENSES AND PERMITS - EXP+1.....	9
048 INSPECTION REPORTS - ACT.....	9
049 HAZARDOUS MATERIAL SAFETY DATA SHEETS - ACT+30.....	10
050 SECURITY LOG - CR+3.....	10
051 SURVEILLANCE TAPES - CR+0/2.....	10
052 VEHICLE FILES - ACT.....	10
HUMAN RELATIONS.....	10
053 PAYROLL RECORDS - ACT+40.....	10
054 PERSONNEL FILES.....	10
054A PERSONNEL FILES-RETIREMENT, LEAVE, AND LIFE INSURANCE RECORDS - ACT+40.....	10
054B PERSONNEL FILES-APPLICATION, HIRING, SALARY, AND POSITION - ACT+7.....	11
054C PERSONNEL FILES-WITHHOLDING FORMS - SUP+6.....	11
054D PERSONNEL FILES-HEALTH PLANS - SUP+1.....	11
054E PERSONNEL FILES-UNION MEMBERSHIP - ACT.....	11
054F PERSONNEL FILES-ELECTRONIC FUNDS TRANSFER - ACT+1.....	11
055 I-9 FILE - EVT+3.....	11
056 STAFF WORK SCHEDULES - ACT+2.....	11
057 TIME AND ATTENDANCE - CR+7.....	11
058 VACATION AND SICK LEAVE CALCULATOR AND REPORT - FY+7.....	12
059 TIME OFF/VACATION REQUESTS - FY+1.....	12
060 EMPLOYEE INJURY RECORDS-EXPOSURE - ACT+30.....	12
061 EMPLOYEE INJURY RECORDS-NON-EXPOSURE - ACT+7.....	12
062 GRIEVANCES - ACT+7.....	12
063 UNION CONTRACT NEGOTIATION FILES - EXP+3.....	12
064 STAFF NEWSLETTER - ACT.....	12
065 JOB APPLICATIONS-NOT INTERVIEWED/NOT HIRED - CR+1.....	12
066 JOB APPLICATIONS-INTERVIEWED/NOT HIRED - CR+2.....	13
067 WORKERS DISABILITY COMPENSATION FILES - ACT+10.....	13
068 JOB DESCRIPTIONS - SUP.....	13
069 VOLUNTEER/SUBSIDIZED EMPLOYEE PERSONNEL FILES - ACT.....	13
070 CONTINUING EDUCATION - ACT.....	13
INFORMATION TECHNOLOGY	13
071 USER ACCOUNTS - ACT.....	13
072 ELECTRONIC EQUIPMENT INVENTORY - ACT.....	13
073 NETWORK DROP MAP/SCHEMATIC - ACT.....	14
074 INTEGRATED LIBRARY SYSTEM (ILS) - SUP.....	14
075 BACK-UP TAPES - SUP.....	14
076 SOFTWARE GUIDES - ACT.....	14
077 WEB/INTRANET FILES - ACT.....	14
078 WEB SERVER AND ROUTERS - ACT.....	14
079 LIBRARY/COOPERATIVE WEBSITE - ACT.....	14

SUPPORT	14
080 ORDER RECORDS - CR+7	14
081 MAGAZINE ORDER RECORDS - ACT.....	14
082 MEMORIALS BOOK DONATIONS - ACT.....	15
083 SHELF LIST - ACT.....	15
084 CIRCULATION CARDS - ACT	15
085 BIBLIOGRAPHIC RECORDS - ACT	15
086 ITEM LEVEL RECORD - ACT	15
087 AUTHORITY FILES - ACT	15
088 PATRON REGISTRATION FORMS - ACT	15
089 PATRON DATABASE - ACT.....	16
090 INTERNET USE AGREEMENTS - ACT.....	16
091 COMPUTER USE SCHEDULES - EVT	16
092 OVERDUE NOTICES - ACT.....	16
093 OVERDUE/FINE RECORDS - ACT	16
094 INTERLIBRARY LOAN RECORDS - ACT.....	16
095 MONTHLY CIRCULATION REPORTS - CR+5	16
096 REFERENCE STATISTICS - ACT	16
PROGRAMS & PUBLICITY	17
097 PUBLICITY, DESIGN, AND PRODUCTION REQUESTS - CR+1.....	17
098 PUBLICITY AND PROGRAMMING FILES - CR+3	17
099 MAILING LISTS - ACT	17
100 PHOTOGRAPHS - ACT	17
101 CONTEST ENTRY FORMS - ACT+0/1.....	17
102 EXHIBIT FILES - EVT+3	17
103 LIBRARY PUBLICITY AND HISTORICAL FILES - PERM.....	17
104 LIBRARY NEWSLETTERS - PERM	17
105 PRESS RELEASES - ACT.....	18
LOCAL HISTORY COLLECTIONS	18
106 DONOR FILES - PERM.....	18
107 ACCESSION RECORDS - PERM.....	18
108 PROCESSING FILES - PERM	18
109 FINDING AIDS - ACT.....	18

Records Retention – Office Administration

17.001 Bylaws

PERM

Bylaws state the purpose of the library, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library.

17.002 Policies, Procedures, and Directives

PERM

Policies may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and the Library Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board. These records are preserved permanently to document the institutional memory of the library.

17.003 Annual Reports

PERM

These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library.

17.004 Meeting Records--Open Session

PERM

Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the library.

17.005 Meeting Records--Closed Session

EVT

These records consist of minutes taken during a closed session, including any audio or visual recordings. EVT = Closed session meeting records shall be destroyed 1 year, plus 1 day from the date that the meeting minutes are approved.

17.006 Administration - General Correspondence

CR+2

General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the

correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference.

17.007 Director/Assistant Director's Reports CR+7

These monthly reports to the board summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers. A copy of the report is included in board meeting records.

17.008 Administrative Subject Files ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while of interest for ongoing administration.

17.009 Meeting Records-Internal Staff CR+2

These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.

17.010 Planners/Calendars CR+2

These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks.

17.011A Donor File--Monetary Donations CR+7

This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.

17.011B Donor File--Property Donations ACT

This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the item is in the possession of the library.

17.012 Friends of the Library Files ACT

These organizations support library services and fund raising. Library files concerning these organizations may contain lists of current officers and members, informational reports from the Friends group, meeting minutes, copies of the group's 501c3 status documentation, by-laws, correspondence, and information about fundraising projects. ACT = while of interest for ongoing administration.

17.013 Annual Report to the Library of Michigan CR+10

This statistical report is submitted to the Library of Michigan annually, and describes the governing structure of the library, its size, the population of the area served, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures. Libraries are encouraged to retain these records permanently to document their institutional memory.

17.014 Grant Files ACT

These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any others. The

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files may include planning session documents, meeting notes, the grant application, contracts with builders, files from construction, and final reports. ACT = until the grant expires, plus any additional time that is required by the granting institution.

17.015 Millage Records

CR+6

These records document efforts by the library to generate revenue through millage increases. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the board to request millage increases and legal opinions on the ballot proposal.

17.016 Accident Reports/Claims

CR+7

The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.

17.017 Patron Disciplinary Files

ACT+5

These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. ACT = until date of the last incident involving the patron.

17.018A Strategic Planning--Development Documentation

SUP

These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans. SUP = retain until the subsequent plan is approved.

17.018B Strategic Planning--Final Approved Plan

PERM

This is the final version of the strategic plan that is approved by the library board.

17.019 Freedom of Information Act (FOIA) Records

CR+1

This file will document any requests for information or public records maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information.

Records Retention – Financial Records

17.020 Final Annual Budget

CR+10

The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.

17.021 Budget Documentation

CR+5

These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT),

and fixed costs, and requests by each department for funding. The draft budget is sent to the board for approval and may be kept with the board meeting records.

17.022 Annual Financial Report/Audit

CR+10

These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. Michigan law (P.A. 2 of 1968 and amendments M.C.L. 141.421 et al.) requires any local government agency that serves more than 4,000 residents to have an annual audit. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.

17.023 Monthly Financial Reports

FY+7

These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, millage, investment income, cash receipts, fixed costs, payroll, and purchases. These record may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy is kept with board meeting records.

17.024 Accounts Payable/Receivable

FY+7

Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software.

17.025 Journal Entries/General Ledger

FY+7

Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.

17.026 Balance Sheet

FY+7

This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts

17.027 Deposit Slips and Cancelled Checks

FY+7

Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made

17.028 Invoices

FY+7

These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.

17.029 Purchase/Order Records

FY+7

This file documents the ordering of goods that are not added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger. Records of a purchase are usually compared to invoices and are filed with packing slips and payment records.

17.030 Sales Records**FY+7**

These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts

17.031 Cash Receipts**FY+6**

This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.

17.032 Petty Cash Vouchers**FY+7**

Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.

17.033 Bank Statements and Reconciliations**FY+6**

These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month. Attached to the statement is a reconciliation form which the library uses to compare their drafts, transfers, withdrawals, and deposit records with those on the bank statement

17.034 Contracts**EXP+6**

This record series consists of any original contracts that document agreements between the library and vendors or customers. It may also include contracts with Internet service providers, other agencies, library cooperatives or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.

17.035 Leases**EXP+6**

This file contains any leases for library buildings.

17.036 Legal Opinions**PERM**

These files consist of correspondence with the law firm that provides legal counsel to the library.

17.037 Litigation Files**ACT+5**

These files document any litigation to which the library is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

17.038 Annual Inventory and Depreciation Schedules**FY+7**

This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. The cost of these items is then distributed across the useful life of the property. Governmental Standards Accounting Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. This includes circulating and non-circulating collections, furniture, computers, vehicles, and office equipment. The report is used as a source document for the annual financial report. Items remain on the inventory until their active life has elapsed.

17.039 State Tax Returns**FY+7**

These statements report the taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Michigan annually

17.040 Payroll Deduction/Liability Records**FY+7**

These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance

17.041 Insurance**EXP+6**

These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.

17.042 Bids Not Awarded**CR+7**

This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.

17.043 W-2 Forms**FY+6**

This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes. One copy is retained and duplicates of these forms are given to employees W-2 Forms

17.044 Employer Contributions to Retirement Accounts**FY+7**

These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds

17.045 Payroll Summaries**FY+7**

Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports

Records Retention – Facility Records**17.046 Blueprints/Building Plans****PERM**

Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation. If the library sells the property, the new owner should be given these documents.

17.047 Licenses and Permits**EXP+1**

This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.

17.048 Inspection Reports**ACT**

Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. ACT = until superseded or equipment/building is not owned by the library.

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17.049 Hazardous Material Safety Data Sheets**ACT+30**

Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials. ACT= while the hazardous material being used or stored is on library property.

17.050 Security Log**CR+3**

The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings

17.051 Surveillance Tapes**CR+0/2**

These are videotapes of activity taking place on library property

17.052 Vehicle Files**ACT**

These files record financial and maintenance information about individual vehicles in the library fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records. ACT=life of the vehicle.

Records Retention – Human Relations**17.053 Payroll Records****ACT+40**

Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. ACT = while individual is employed by the library.

17.054 Personnel Files

These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). This series is subdivided to distinguish those documents requiring different retention periods.

17.054A Personnel Files-Retirement, Leave, and Life Insurance Records**ACT+40**

Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiary forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting

documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library.

17.054B Personnel Files-Application, Hiring, Salary, and Position **ACT+7**

These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. ACT = while individual is employed by the library.

17.054C Personnel Files-Withholding Forms **SUP+6**

These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations

17.054D Personnel Files-Health Plans **SUP+1**

These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans.

17.054E Personnel Files-Union Membership **ACT**

These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends

17.054F Personnel Files-Electronic Funds Transfer **ACT+1**

This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends.

17.055 I-9 File **EVT+3**

Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.

17.056 Staff Work Schedules **ACT+2**

These records consist of schedules of employee hours in order to provide library services during hours of operation. They may list the days of the month, the name of employees and hours of work. ACT = until the end of the pay period.

17.057 Time and Attendance **CR+7**

Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name.

17.058 Vacation and Sick Leave Calculator and Report**FY+7**

These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period

17.059 Time Off/Vacation Requests**FY+1**

These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.

17.060 Employee Injury Records-Exposure**ACT+30**

These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). ACT = while individual is employed by the library.

17.061 Employee Injury Records-Non-exposure**ACT+7**

These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. OSHA requires any information pertaining to job-related illness and injury to be kept on file for five years after the end of the fiscal year in which the event occurred. ACT = while individual is employed by the library

17.062 Grievances**ACT+7**

These files document employee grievances against the library and the resolution of the grievance. It includes written grievances sent to the Human Relations Director, the response of the Director, correspondence, summary sheets, legal documents, and employee history information. ACT = until the grievance is closed

17.063 Union Contract Negotiation Files**EXP+3**

This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract

17.064 Staff Newsletter**ACT**

Internal newsletters communicate new policies and procedures and relate important news to employees. They are used to disseminate information and promote staff cohesion. ACT = until no longer needed for reference. However, libraries are encouraged to retain newsletters permanently to document the library's history.

17.065 Job Applications-Not Interviewed/Not Hired**CR+1**

These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents

17.066 Job Applications-Interviewed/Not Hired**CR+2**

These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.

17.067 Workers Disability Compensation Files**ACT+10**

These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file. ACT = until the claim is settled.

17.068 Job Descriptions**SUP**

These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. Job descriptions are filed alphabetically by position title in a separate file.

17.069 Volunteer/Subsidized Employee Personnel Files**ACT**

These files document volunteers or subsidized workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the releases of employee information, correspondence with program officers, timesheets and schedules. ACT = while the individual is participating in the program and working at the library.

17.070 Continuing Education**ACT**

These records document on-going training of librarians, which is required by state law as a condition of receiving state aid. The file consists of certificates of completion for accredited programs. ACT = while individual is employed by the library.

Records Retention – Information Technology**17.071 User Accounts****ACT**

These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. ACT = while the employee is on staff.

17.072 Electronic Equipment Inventory**ACT**

This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff. The inventory may identify the model number, manufacturer, location, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device. ACT = while equipment is in use.

17.073 Network Drop Map/Schematic **ACT**
 This schematic indicates how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them. ACT = while current.

17.074 Integrated Library System (ILS) **SUP**
 The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users

17.075 Back-Up Tapes **SUP**
 These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy.

17.076 Software Guides **ACT**
 These files consist of software and equipment installation, operation, and trouble-shooting information. ACT = while the equipment or software is being used within the library.

17.077 Web/Intranet Files **ACT**
 These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site. ACT = while current.

17.078 Web Server and Routers **ACT**
 These files document equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of the connecting cables, and the capacity of the equipment. ACT = while library owns the equipment.

17.079 Library/Cooperative Website **ACT**
 Library websites may include information about hours, library events and classes, links to popular reference resources, and provide a gateway to the catalog. Cooperative websites may include information about the location, hours and services. The website also serves as a gateway to member library websites and online catalogs. The website may also provide links to online library sources. ACT = while website information is current and of use to the public and member libraries.

Records Retention – Support

17.080 Order Records **CR+7**
 These records document acquisitions to the library collections and track new acquisitions. The order forms may include short bibliographic information, the person who selected or ordered the item, the source of funding, the number of copies ordered, the estimated cost of the order, the vendor, the date received, the invoice number, date, amount, and the date the invoice is paid. The records may include order lists, acquisition records, printouts of online purchase, and electronic ordering data on the ILS.

17.081 Magazine Order Records **ACT**
 These records list magazine subscriptions whether ordered separately or through a subscription service. It may list the titles of current subscriptions, renewal dates and expected dates for new issues. This

information may be kept in lists, spreadsheets, or vendor order records. ACT = while the library holds the magazine subscription.

17.082 Memorials Book Donations

ACT

These files document memorial money donated to the library. Information may include the donor name and contact information, an inventory of the items purchased with the funds, and the name of the person memorialized. Large financial gifts usually include a letter of acknowledgement. ACT = while the item is held by the library.

17.083 Shelf List

ACT

The shelf list consists of catalog cards for each item in the library collection. The list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings. ACT = until item is deaccessioned.

17.084 Circulation Cards

ACT

These cards document which items are borrowed, when they are due, and who has borrowed them. The card for books may include the author, title, call number, date due, and patron card number. Cards for video checkout may include the name, address and phone number of the patron, and a responsibility statement to be signed and dated by the borrower. Cards are removed from the item when it is borrowed and are retained at the library. ACT = until the item is deaccessioned and all relevant fines are paid or are written off, per library policy.

17.085 Bibliographic Records

ACT

These records contain the basic information about each title in the library collection. These records may have been created in house (for local publications or AV materials), or may have been acquired from a vendor or Online Computer Library Center (OCLC). Once acquired, they are maintained in a card catalog system or electronically in an integrated library system (ILS). They contain highly structured Machine Readable Catalog (MARC) information including, title, author, publisher, copyright dates, subject headings, content notes, Library of Congress numbers, ISBN, Dewey numbers, barcode numbers, and the location of copies held by the library. ACT = while a copy of the title is held by the library.

17.086 Item Level Record

ACT

These records document each individual copy of any title within the collection. The record consists of all bibliographic information, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record. ACT = while the library possesses the item.

17.087 Authority Files

ACT

These files promote consistency of identifying names and subjects according to established rules in bibliographic records. Libraries may purchase authority files from a vendor. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). ACT = as long as the file references an item in the collection.

17.088 Patron Registration Forms

ACT

Patron registration cards contain identifying information for each individual who may withdraw materials from the library collection. Many libraries have separate forms for adults and youth. All cards are signed by adults and may list the adult's name, address, telephone, birth date, gender, drivers' license number, contact information, and a signed statement of responsibility for any library materials borrowed. Youth cards include identifying information for the youth. Borrowing privileges may extend for indefinite or limited periods of time. Libraries are encouraged to establish an expiration date for borrowing privileges (that may be renewed) and to arrange patron registration records according to these dates to facilitate weeding.

Registration forms are kept until all fines have been paid and all items returned. ACT = while active as defined by library policies and procedures.

17.089 Patron Database**ACT**

Identifying information from the patron registration forms, including a card number, is entered into the ILS for purposes of identifying which patrons have borrowed which items. In addition, patron records identify the items currently borrowed, fines, holds, and any interlibrary loans. ACT = until the card expires without renewal and all items are returned and fines paid, per library policy.

17.090 Internet Use Agreements**ACT**

These documents are signed by patrons who agree to abide by the library's internet usage policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. The forms may indicate if the patron will have access to the filtered or unfiltered terminals. Libraries are encouraged to arrange youth agreements by birth date and adult agreements alphabetically. ACT = Agreements are retained until the patron's registration (see item #87) expires.

17.091 Computer Use Schedules**EVT**

These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Libraries are encouraged to erase the electronic log of web sites visited by each patron when the patron logs off the computer. EVT = end of business day.

17.092 Overdue Notices**ACT**

These notices are sent to patrons to remind them to return borrowed items including videos, print materials, or interlibrary loan items. Notices may be generated manually or automatically by the ILS. ACT = until fines are paid or are written off, per library policy.

17.093 Overdue/Fine Records**ACT**

These records document all items that are currently overdue and the notification of patrons of overdue materials. They are created when the items become overdue. If the fine is not paid, patron contact information may be turned over to the police or a collection agency. ACT = until item is returned or until fines are paid or are written off, per library policy.

17.094 Interlibrary Loan Records**ACT**

These records track the request and return of library items exchanged under cooperative, consortium, Online Computer Library Catalog (OCLC) or InMICH agreements. The requests may be made manually, but are generally made and filled through databases. No patron information is included in these requests. Patron information is found in the requesting library's patron database as ILL requests and/or material checked out on item level records. Records of lent items are noted on the item level records as checked out to the library. All of these records indicate when and where the item was sent, when it is due back, and when it was returned. Records are kept until monthly statistics are created. ACT = until the item is received by the sender and monthly statistics are compiled.

17.095 Monthly Circulation Reports**CR+5**

These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records.

17.096 Reference Statistics**ACT**

These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. ACT = while of use to the agency.

Records Retention – Programs & Publicity

17.097 Publicity, Design, and Production Requests **CR+1**

These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job.

17.098 Publicity and Programming Files **CR+3**

These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, attendance sheets, and evaluation forms. They may also include any contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. Select promotional materials may be kept permanently, in accordance with item #103.

17.099 Mailing Lists **ACT**

This list is used to distribute information and announcements to targeted groups of patrons and/or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information. ACT = while information is current and useful.

17.100 Photographs **ACT**

These digital and paper images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph. ACT = while of value, keep some permanently as part of historical file

17.101 Contest Entry Forms **ACT+0/1**

These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples. ACT = until determination of the contest winner.

17.102 Exhibit Files **EVT+3**

These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. EVT = until exhibit closes.

17.103 Library Publicity and Historical Files **PERM**

These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.

17.104 Library Newsletters **PERM**

These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies. They are useful for creating and preserving library cohesion and institutional memory.

17.105 Press Releases**ACT**

These records may contain documentation pertaining to the development of a press release. Files may include work requests, drafts, approved distribution lists, topical indexes, and official press releases. Only the official press release and related topical indexes need to be retained permanently. The remaining documents should be retained in accordance with item #98. ACT = while of reference value to the library. Some press releases should be preserved permanently to document the institutional memory of the library.

Records Retention – Local History Collections**17.106 Donor Files****PERM**

These files document the donation of materials to the collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

17.107 Accession Records**PERM**

These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/ container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.

17.108 Processing Files**PERM**

These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.

17.109 Finding Aids**ACT**

These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection. ACT = while collection is retained.

A

Accession Records, 18
 Accident Reports/Claims, 6
 Accounts Payable/Receivable, 7
 Administration - General Correspondence, 4
 Administrative Subject Files, 5
 Annual Financial Report/Audit, 7
 Annual Inventory and Depreciation Schedules, 8
 Annual Report to the Library of Michigan, 5
 Annual Reports, 4
 Authority Files, 15

B

Back-Up Tapes, 14
 Balance Sheet, 7
 Bank Statements and Reconciliations, 8
 Bibliographic Records, 15
 Bids Not Awarded, 9
 Blueprints/Building Plans, 9
 Budget Documentation, 6
 Bylaws, 4

C

Cash Receipts, 8
 Circulation Cards, 15
 Computer Use Schedules, 16
 Contest Entry Forms, 17
 Continuing Education ACT, 13
 Contracts, 8

D

Deposit Slips and Cancelled Checks, 7
 Director/Assistant Director's Reports, 5
 Donor File--Monetary Donations, 5
 Donor File--Property Donations, 5
 Donor Files, 18

E

Electronic Equipment Inventory, 13
 Employee Injury Records-Exposure, 12
 Employee Injury Records-Non-exposure, 12
 Employer Contributions to Retirement Accounts, 9
 Exhibit Files, 17

F

Final Annual Budget, 6
 Finding Aids, 18
 Freedom of Information Act (FOIA) Records, 6
 Friends of the Library Files, 5

G

Grant Files, 5
 Grievances, 12

H

Hazardous Material Safety Data Sheets, 10

I

I-9 File, 11
 Inspection Reports, 9
 Insurance, 9
 Integrated Library System (ILS), 14
 Interlibrary Loan Records, 16
 Internet Use Agreements, 16
 Invoices, 7
 Item Level Record, 15

J

Job Applications-Interviewed/Not Hired, 13
 Job Applications-Not Interviewed/Not Hired, 12
 Job Descriptions, 13
 Journal Entries/General Ledger, 7

L

Leases, 8
 Legal Opinions, 8
 Library Newsletters, 17
 Library Publicity and Historical Files, 17
 Library/Cooperative Website, 14
 Licenses and Permits, 9
 Litigation Files, 8

M

Magazine Order Records, 14
 Mailing Lists, 17
 Meeting Records--Closed Session, 4
 Meeting Records-Internal Staff, 5
 Meeting Records--Open Session, 4
 Memorials Book Donations, 15
 Millage Records, 6
 Monthly Circulation Reports, 16
 Monthly Financial Reports, 7

N

Network Drop Map/Schematic, 14

O

Order Records, 14
 Overdue Notices, 16
 Overdue/Fine Records, 16

P

Patron Database, 16
 Patron Disciplinary Files, 6
 Patron Registration Forms, 15
 Payroll Deduction/Liability Records, 9
 Payroll Records, 10
 Payroll Summaries, 9
 Personnel Files, 10
 Personnel Files-Application, Hiring, Salary, and Position, 11
 Personnel Files-Electronic Funds Transfer, 11
 Personnel Files-Health Plans, 11
 Personnel Files-Retirement, Leave, and Life Insurance Records, 10
 Personnel Files-Union Membership, 11
 Personnel Files-Withholding Forms, 11
 Petty Cash Vouchers, 8
 Photographs, 17
 Planners/Calendars, 5
 Policies, Procedures, and Directives, 4
 Press Releases, 18
 Processing Files, 18
 Publicity and Programming Files, 17
 Publicity, Design, and Production Requests, 17
 Purchase/Order Records, 7

R

Reference Statistics, 16

S

Sales Records, 8
 Security Log, 10
 Shelf List, 15
 Software Guides, 14
 Staff Newsletter, 12
 Staff Work Schedules, 11
 State Tax Returns, 8
 Strategic Planning--Development Documentation, 6
 Strategic Planning--Final Approved Plan, 6
 Surveillance Tapes, 10

T

Time and Attendance, 11
 Time Off/Vacation Requests, 12

U

Union Contract Negotiation Files, 12
 User Accounts, 13

V

Vacation and Sick Leave Calculator and Report, 12
 Vehicle Files, 10
 Volunteer/Subsidized Employee Personnel Files, 13

W

W-2 Forms, 9
 Web Server and Routers, 14
 Web/Intranet Files, 14
 Workers Disability Compensation Files, 13