

RECORDS RETENTION POLICY

Library records consist of information in performance of the Library’s official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public;
- comply with laws on privacy, confidentiality, and open records;
- conform to the City’s policy;
- address security and space concerns; and
- ensure the library keeps necessary records.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The Records retention schedule is applicable without regards to the format of a record. Certain records may be maintained in one or more formats; and at certain times, the library staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on the library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

Responsibility

Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of the staff and volunteers may be appointed to assist in records management.

Schedule

Record Title	Retention Period
Circulation Records	5 years
Contracts for Services with other Entities	10 years AFTER expiration
Board Minutes	Permanently
Monthly Reports to City Council	5 years
Annual Reports	Permanently
Reports to State Library (IaLS)	Permanently
Maintenance History	Life of the equipment
Newsletters, brochures, articles	Permanently
Purchase Orders	10 years AFTER date or life of purchase
Receipts	5 years
Accounts payable/receivable	5 years
General ledgers	Permanently

Bank statements/cancelled checks	5 years
Warrant registers	10 years
Annual financial reports	Permanently
Payroll journals	60 years
Applications/resumes, evaluations, promotions, c.e. records, resignations	60 years
Job descriptions	Permanently
Applications for those NOT hired	5 years
Personnel policies, pay plans, etc.	Permanently
Rosters of previous board members	Permanently

Adopted July 2, 2018
Reviewed March 1, 2021