



LIBRARY

ADMINISTRATIVE FILES

ACCIDENT REPORTS/CLAIMS

Active: 2 years
Disposition: Destroy

BANNED PATRON FILES

Active: Permanent
Disposition: Permanent

CONTRACTS

Active: 5 years
Disposition: Destroy

GENERAL CORRESPONDENCE

Active: 3 years
Disposition: Destroy

GRANT FILES

Active: 7 years
Disposition: Destroy

MEETING RECORDS – INTERNAL STAFF

Active: Retain while useful
Disposition: Destroy

MONTHLY REPORTS

Active: Permanent
Disposition: Send to historical authority

OPEN RECORDS REQUESTS

Active: 3 years
Disposition: Destroy

PATRON INCIDENT AND DISCIPLINARY FILES

Active: Retain while useful

Disposition: Destroy

PLANNERS/CALENDARS

Active: Retain while useful

Disposition: Destroy

PROCEDURES

Active: Retain while useful

Disposition: Destroy

PURCHASE REQUEST

Active: Retain while useful

Disposition: Destroy

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Active: 7 years

Disposition: Destroy

STAFF/SYSTEM NEWSLETTERS

Active: Retain while useful

Disposition: Destroy

STRATEGIC PLANNING - DEVELOPMENT DOCUMENT

Active: Retain while useful

Disposition: Destroy

STRATEGIC PLANNING – FINAL APPROVED PLAN

Active: Permanent

Disposition: Send to historical authority

BOARD/GOVERNING BODY MATERIALS

ANNUAL REPORTS – TO THE BOARD AND/OR MUNICIPALITY

Active: Permanent

Disposition: Send to historical authority

ANNUAL REPORTS TO THE STATE, DIVISION OF LIBRARIES, TECHNOLOGY AND COMMUNITY LEARNING

Active: Permanent

Disposition: Send to historical authority

BYLAWS

Active: Permanent
Disposition: Archive

MEETING MINUTES

Active: Permanent
Disposition: Send to historical authority

POLICY MANUAL

Active: Retain while useful
Disposition: Destroy

BUILDING GROUNDS AND EQUIPMENT

BLUEPRINTS/BUILDING PLANS/FINAL SPECIFICATIONS

Active: Retain while useful
Disposition: Destroy

HAZARDOUS MATERIAL SAFETY DATA SHEETS

Active: Retain while useful
Disposition: Destroy

INSPECTION REPORTS

Active: Retain while useful
Disposition: Destroy

LICENSES AND PERMITS

Active: Retain while useful
Disposition: Destroy

DEPARTMENTAL RECORDS

ARCHIVAL - DONOR FILES

Active: Permanent
Disposition: Permanent

EXHIBIT FILES

Active: Retain while useful
Disposition: Destroy

INTERNET, EQUIPMENT OR ROOM USE AGREEMENTS

Active: 3 months

Disposition: Destroy

LIBRARY NEWSLETTERS

Active: 4 years

Disposition: Retain in office 1 year, then transfer two copies to the archives and destroy the remainder

PHOTOGRAPHS

Active: Retain while useful

Disposition: Destroy

PRESS RELEASES

Active: Retain while useful

Disposition: Transfer to the archives

PUBLICITY AND PROGRAMMING FILES

Active: Retain while useful

Disposition: Destroy

FINANCIAL MATERIALS

ACCOUNTS PAYABLE/RECEIVABLE

Active: Retain while useful

Disposition: Destroy

BUDGET DOCUMENTATION

Active: Retain while useful

Disposition: Destroy

FINAL ANNUAL BUDGET

Active: Retain while useful

Disposition: Destroy

MONTHLY FINANCIAL REPORTS

Active: Retain while useful

Disposition: Destroy

PURCHASE/ORDCER RECORDS

Active: Retain while useful

Disposition: Destroy

REQUESTS FOR BIDS, PROPOSALS

Active: Retain while useful

Disposition: Destroy

HUMAN SERVICES FILES

EMPLOYEE INJURY RECORDS

Active: Retain while useful

Disposition: Destroy

GRIEVANCES

Active: Retain while useful

Disposition: Destroy

JOB DESCRIPTIONS

Active: Retain while useful

Disposition: Destroy

PERSONNEL FILES

Active: Retain while useful

Disposition: Destroy

STAFF WORK SCHEDULES

Active: Retain while useful

Disposition: Destroy

TIME AND ATTENDANCE

Active: Retain while useful

Disposition: Destroy

TIME OFF/VACATION REQUESTS

Active: Retain while useful

Disposition: Destroy

VOLUNTEER/COMMUNITY SERVICE FILES

Active: 5 years

Disposition: Destroy

WORKERS DISABILITY COMPENSATION FILES

Active: Retain while useful

Disposition: Destroy

INTEGRATED LIBRARY SYSTEM, ILL AND INFORMATION TECHNOLOGY

DONOR FILE – MONETARY DONATIONS

Active: Fiscal year plus 4

Disposition: Destroy

DONOR FILE – PROPERTY DONATIONS

Active: Fiscal year plus 4

Disposition: Destroy

INTERNAL LIBRARY LOAN (ILL) PERIODICAL TITLE REQUESTS

Active: Fiscal year plus 1

Disposition: Destroy

INTER-LIBRARY LOAN RECORDS

Active: Fiscal year plus 1

Disposition: Destroy

LOG OF INTERNAL LIBRARY LOAN (ILL) TRANSACTIONS

Active: Fiscal year plus 1

Disposition: Destroy

ORDER RECORDS

Active: Fiscal year plus 1

Disposition: Destroy

PATRON REGISTRATION AND APPLICATION FORMS

Active: Retain while useful

Disposition: Destroy

POLARIS FILES

Active: Retain while useful

Disposition: Destroy

UNIVERSAL SERVICE FOR SCHOOLS AND LIBRARIES DOCUMENTATION

ELECTRONIC RATE BINDER (FORMS 470, 471, 472, 486 AND 500)

Active: 5 years

Disposition: Destroy