

Record Retention Policy

Purpose

RSMo 109 authorizes and establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Library records consist of information documented in performance of the Morgan County Library's official business. The Records Retention Policy exists in order to ensure that the library keeps necessary records, deemed so by the following categories:

- Administrative
- Codes of the State of Missouri
- Historical
- Legal

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

Responsibility

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

Schedule

Record Title	Retention Period	Destruction/Preservation
Annual/Special Report <i>Yearly report presented in February</i>	Permanent	Office file boxes
Records Management	Permanent	Part of Policies – office folders
Meeting Records <i>Minutes, agenda, public notices</i>	Permanent	Board File cabinet, storage file boxes
Policy Files	Permanent	Policies – office folders
Request and Complaint Files <i>Citizen requests or complaints</i>	3 years after final disposition	Office file boxes, shred
Public Information Request <i>Sunshine requests</i>	3 years	Office file boxes, shred
Gift and Contribution Records	Permanent	Office file boxes
Deeds and Conveyances	Permanent	Office file boxes
Key Log	Permanent until superseded	Office desk
Password Log	Permanent until superseded	Office desk

Building

Record Title	Retention Period	Destruction/Preservation
Building Maintenance	3 years	Office folders
Building Plans	Permanent	Storage file boxes

Financial

Record Title	Retention Period	Destruction/Preservation
Audit	Permanent	Office file boxes
Budget Preparation/Adopted Budget	COA/Permanent	Office file cabinet
General/Subsidiary Ledgers	Permanent	Board File cabinet, storage file boxes
Accounts Payable/Accounts Receivable/	3 years + COA	Office File cabinet, storage file boxes, shred
Purchasing Records	3 years + COA	Office File cabinet, storage file boxes, shred
Banking and Investment Records	COA + 1 year	Office File cabinet, storage file boxes, shred
Grant Records	Unsuccessful – 1 year Successful – 3 years Final Report - Permanent	Office folders, Office file boxes, shred
Fixed Assets Inventory	COA	Office folders, shred
Payroll Records	Year to date 70 years/all others 5 years	Storage file boxes, shred
Annual Financial Statement	5 years/permanent if not in audit	Board File cabinet, storage file boxes, shred
Insurance Policy Records	Cancelled + 6 years	Office File Cabinet, shred

Legal

Record Title	Retention Period	Destruction/Preservation
Insurance Claims	No action – 5 years + legal Action – 10 years after disposed	Office File Cabinet, shred
Litigation Case Files	6 years after disposed	Office File Cabinet, shred
Contracts, Leases & Agreements	5 years after expiration	Office File Cabinet , shred

Library

Record Title	Retention Period	Destruction/Preservation
Borrow Registration Files	Expiration + 2 years	Card Catalog
Circulation Records	Part of Meeting Records – permanent	Board File Cabinet, storage file boxes + Office Folders, Office file boxes

Personnel

Record Title	Retention Period	Destruction/Preservation
Employee Personal Records	Separation + 20 years	Office file cabinet, office file boxes, shred
Attendance Records and Leave Requests	3 years + COA	Office folders, Office file boxes, shred
E-Verify forms	3 years from hire/1 year from separation	Office file cabinet
Wage & Tax Statements <i>Federal tax form W-2</i>	5 years	Office File cabinet, shred
Federal & State Tax Records <i>1099, W-9, 941, 941E, 8109</i>	5 years	Office File cabinet, shred
Employees Withholding <i>W-4</i>	5 years after separation	Office File cabinet, office file boxes, shred
Employment Grievance & Complaint Records	5 years after disposition	Office File cabinet, office file boxes, shred
Employment Records	Announcements – 3 years Unsolicited – 6 months Unsuccessful – 1 year	Office File cabinet, shred
Worker's Compensation Case File	No action – 3 years Action – 10 years	Office File cabinet, storage file boxes, shred

Approved by Library Board of Trustees on March 8, 2018.