DOCUMENT RETENTION AND DESTRUCTION POLICY

Approved by Vista Grande Public Library Board of Directors — 16-Mar-2010
Approved 15-Apr-2018
Amended and Approved 15 Nov 2021

Vista Grande Public Library (VGPL) shall retain records for the period of their immediate or current use unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers, or other devices.

Document and records retention schedules shall conform, at minimum, to all Federal, State, Local and American Library Association (ALA) guidelines and applicable recordkeeping laws.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, VGPL shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop to avoid criminal obstruction.

To eliminate accidental or innocent destruction, VGPL has the following document retention requirements. Note: this schedule may include document types that the library does not currently hold.

Type of Document	Minimum retention period
BOARD/GOVERNING BODY MATERIALS	
Annual reports of the organization	Permanent
Annual reports to the State Library	Permanent
Articles of incorporation, charter, bylaws, minutes, and other incorporation records	Permanent
Board membership listing (annual)	Permanent
Board policy files	-2 years after superseded
Board press releases	4 years
Minutes and meeting materials	Permanent
Monthly financial reports to Library Board	5 years

ADMINISTRATIVE FILES	
Accident reports/claims	7 years
Compliments/complaints/suggestions	1 year
Contest entry forms	1 month after determination of contest winner
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanent
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanent

Correspondence (transitory messages) — drafts, post-it-notes, etc.	Until no longer of administrative value
Correspondence (with customers and vendors)	2 years
Director's reports	2 years
Exhibit files	Until exhibit closes (unless added to historical file)
Grants (un-funded)	1 year
Grants (funded)	7 years after closure
Leases	4 years after expiration
Legal opinions	5 years after superseded or obsolete
Library historical files	As needed
Library publications	3 years or until superseded
Library publicity and programming files	1 year
Litigation files	5 years after case is closed
Open records requests (request for public record)	1 year
Patron incident and disciplinary files	5 years
Patron requests for purchase of materials for collection	1 year
Photographs	While of value
Procedures	Until superseded
Reference requests and responses	3 months or as needed
Request for reconsideration of library materials (censorship file)	5 years
Requests for reproduction of copyrighted works	3 years
Staff/volunteer/patron/school newsletters	Until no longer needed for reference
Strategic plan (final)	Permanent
Subject files (e.g., progress reports, organizational charts, etc.)	5 years after active interest
Technology plans	Until superseded
Training manuals	Until no longer of administrative value
INTEGRATED LIBRARY SYSTEM, INTERLIBRARY LOAN & INFORMATION TECHNOLOGY	
Bibliographic records	While a copy of the title is held by the library
Circulation records (borrowing or loaning records)	24 hours after material is returned
Computer use schedules	Until data is entered in library admin system
Confidentiality form	While employee is on staff or volunteer is active
Incident/accident reports (computer security)	5 years
Interlibrary loan records	Until transaction is complete and material has been returned to originating institution
Item level record	Until item is no longer active in the library
Library card applications	6 years
Library use reports (summaries of acquisitions, ILL activity, catalog and circulation activities)	1 year
Library website	While information is current and of use to the public and the library
Order records (for library acquisitions)	Current fiscal year

Overdue circulation records	3 years
Patron database records	Records moved to inactive status after 3 years of no activity
Requests for reproduction of copyrighted works	3 years
Security reports (for computer/network violations)	3 years
User accounts (access permissions)	While current
VGPL-owned electronic equipment inventory (listing each computer, software license, and peripheral equipment, with details)	1 year after equipment is pulled from use
FINANCIAL DOCUMENTS	
Accounts payable ledgers and schedules	7 years
Accounts receivable, payment ledgers and schedules	7 years
Audit reports, financial statements (year-end), general/private ledgers, trial balance, journals	Permanent
Bank reconciliation	2 years
Bank statements, deposit records, electronic fund transfer documents, and cancelled checks	3 years
Chart of accounts	Permanent
Checks (for important payments and purchases)	Permanent
Deeds, mortgages, and bills of sale	Permanent
Depreciation schedules	7 years
Donations (financial)	7 years
Duplicate deposit slips	2 years
End of year financial statements	Permanent
Expense analyses/expense distribution schedules	3 years
Garnishments	3 years
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	7 years
Internal audit reports	3 years
Inventory records (products, materials, supplies)	5 years
Invoices (to customers, from vendors)	Permanent
Loan documents and notes	Permanent
Paycheck Protection Program Forgivable Loan Documentation	6 years
Payroll records and summaries including records related to employee's leave	7 years
Petty cash records	5 years
Purchase orders	7 years
State of New Mexico CARES Grant Documentation	7 years
Tax returns and worksheets	Permanent
HUMAN SERVICES FILES	
Background check results	6 years after employment/volunteer position ends
Board member applications and supporting materials	6 years
Continuing education & training records	While individual is employed by the library
Documentation of leave	5 years
EEOC reports	Permanent
Employee demographic information and compensation records	7 years after termination
Employee injury records	30 years after termination
Employment applications	3 years from taking personnel action
Grievances	5 years after resolution
Health Workplaces Act Sick Leave records	4 years (rolling)

I-9s	3 years after date of hire or 1 year after termination
Interview materials for non-hires	4 years after date of hire
Job descriptions	Until superseded
Open application files	3 years
OSHA logs	5 years
Personnel files (terminated employees)	7 years after termination
Personnel policies	Permanent
Retirement and pension records	Permanent
Staff work schedules	1 year
Timesheets	7 years
Volunteer applications	1 year
Volunteer/community service files	Until individual is no longer working in the library
Withholding tax statements	7 years
Workers compensation documentation	10 years after first closure
BUILDINGS, GROUNDS & EQUIPMENT	
Building specifications	Life of structure
Equipment manuals	Until no longer of administrative value
eRate technology contracts and supporting documentation	10 years
Hazardous Material Safety Data Sheets	30 years after material actively stored on premises
Inventories (property)	7 years
Key inventory/assignment	Until no longer of administrative value
Licenses and permits	1 year after expiration
Security log (of unusual incidents)	3 years

BACKGROUND INFORMATION (NOT TO BE INCLUDED IN FINAL SCHEDULE)

Authorities consulted
1 - Sample library records retention schedule, Ohio Historical Society, Local Government Records Program
2 – Record retention schedule for Wisconsin's public libraries and public library systems. (2/27/2006)
3 – State of New Mexico (www.nmcpr.state.nm.us/nmac/parts/title01/01.015.0003.htm)
4 – National Council of Nonprofit Associations
5- https://www.archives.gov/records-mgmt/grs.html

Record types not included:
- Patents and related papers
- Polygraph test results and records
- Trademark registrations and copyrights