

Documents Retention Policy

The Robesonia Community Library shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.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 includes paper, and electronic files, regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, the Robesonia Community Library 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 in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, the Robesonia Community Library has the following document retention requirements:

Personnel

Employment applications	3 Years
Time Cards	7 Years
Payroll records and summaries	7 Years
Disability and sick benefits records	7 Years
Personnel files (terminated)	7 Years
Withholding tax statements	7 Years

Corporate

Minutes, Bylaws, Charter	Permanent
Contracts and agreements	Permanent
IRS determinations 501(c)(3) status	Permanent
Deeds, Mortgages, notes and leases (current)	Permanent
Deeds, Mortgages, notes and leases (expired)	7 Years

Financial

Bank Statements, Reconciliations, Deposit Slips	7 Years
Accounts Payable	7 Years
Accounts Receivable	7 Years
Petty Cash Records	7 Years
Treasurer's Reports (internal audit)	Permanent
General ledgers and journals	Permanent
Professional Audits	Permanent
Tax returns and working papers	Permanent
Year End Financial Statements	Permanent
Depreciation Schedules	Permanent

Insurance

Policies (expired)	3 Years
Accident/Incident reports	7 Years
Fire inspection reports	7 Years
Group disability records	7 Years
Safety reports	7 Years
Claims (after settlement)	7 Years

Library Reports

Request for Reconsideration	7 Years
Director's Reports	7 Years
Reports to BCPL	7 Years
Guidelines for Excellence from BCPL	7 Years
Library Annual Report for Public	Permanent
PA Annual Reports	Permanent

Adopted October 2009

Reviewed September 2010

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