

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FIN-01	<p>Accounts Payable/Receivable</p> <p>Accounts payable list of money owed by the Library, and accounts receivable list money owed to the Library from the time of inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, donations, reimbursements, travel, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the Library from governmental entities or from grantors among others.</p> <p>NOTE: These records may be generated manually or they may be maintained using electronic account software.</p>	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-02	<p>Annual Financial Report</p> <p>These records document the Library's financial condition and evaluate the account practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. An audit is conducted by the Ohio Auditor of State and includes comments on the Library's accounting practices.</p>	11 years	Paper / Electronic		<input type="checkbox"/>
FIN-03	<p>Bank statements and reconciliation</p> <p>These records list all transfers of money through a given bank account. For each bank account held by the Library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month.</p>	5 years	Paper		<input type="checkbox"/>
FIN-04	<p>Budget documentation</p> <p>These records are used to prepare the Library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, IT), and fixed costs, and requests by each department for funding.</p>	6 years	Paper / Electronic		<input type="checkbox"/>

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FIN-05	Cash receipts These records are cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate into various accounts such as fines, lost books/cards, fax or miscellaneous. These records may include cash register tapes, cash box tallies, cash journal, or cash accounts in electronic accounting systems.	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-06	Contracts These records are any original contracts that document agreements between the Library, vendors, or others. It may also include contracts with other agencies, Library systems, or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, copiers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract. Retain until expiration date. NOTE: Some contracts may not have an expiration date.	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-07	Deposit slips Deposit slips record money deposited in specific bank accounts.	5 years	Paper		<input type="checkbox"/>
FIN-08	Direct Deposit forms These records include authorization for the Library to electronically transfer the employee's pay to his/her specified bank account. Also includes bank account and routing information.  NOTE: Current form becomes part of the personnel financial file (see Personnel Financial Files).	30 days	Paper		<input type="checkbox"/>
FIN-09	E Rate Forms These records include the forms filled with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones, cellular phones, and Internet access.	6 years	Paper		<input type="checkbox"/>

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FIN-10	Employer contributions to retirement accounts  These records are used to calculate and document Library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds.	Permanent	Paper		<input type="checkbox"/>
FIN-11	Final annual budget  This record forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies, and other maintenance costs.  NOTE: These records are the version approved by the Library Board of Trustees, and official copies are generally kept in board meeting packets (see Board of Trustees Minutes & Meeting Materials).	11 years	Paper		<input type="checkbox"/>
FIN-12	Insurance policies  These records are files that contain any insurance policies that the Library has purchased or records of any claims against those policies. Policies may cover Library contents, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.	9 years	Paper		<input type="checkbox"/>
FIN-13	Invoices  These records accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the Library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.	5 years	Paper		<input type="checkbox"/>
FIN-14	General Ledger  These are records of expenditures that are entered into the ledger from purchase orders and arranged by account number. Electronic accounting systems automatically post entries into accounts. Separate ledgers may be generated manually or may be part of an electronic accounting system.	5 years	Paper / Electronic		<input type="checkbox"/>

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FIN-15	Leases  These are records of any leases for Library buildings or equipment.	5 years	Paper		<input type="checkbox"/>
FIN-16	Leave report  These records are used to determine the amount of vacation, floating holiday, personal time and sick leave time available to each employee according to the hours worked in the pay period or year.	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-17	Mail log  These are records of revenue and expenditures that are entered into the log from the source documents such as invoices and checks.	5 years	Electronic		<input type="checkbox"/>
FIN-18	Monthly financial reports  These statistical reports list the income and expenses for Library operations. They may itemize income streams and expenses such as state aid, investment income, cash receipts, fixed costs, payroll, and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports.  NOTE: A copy of the report is usually included in the Board of Trustee meeting materials (see Board of Trustee Minutes & Meeting Materials).	5 years	Electronic		<input type="checkbox"/>
FIN-19	Payroll deduction / liability reports  These records document payment of financial liabilities for monies withheld from employee wages. The records may include the monthly and quarterly 941 form to pay the Internal Revenue Service for taxes withheld, coupons accompanying the monthly or quarterly transfer of state withholding taxes, and unemployment wage detail report. They also include documentation of employer contributions to employee insurance.	5 years	Paper		<input type="checkbox"/>



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FIN-20	<p>Personnel Financial File</p> <p>These records are maintained for each employee and document all financial related transactions that occurred during the employee's period of active employment. They include acknowledgement forms, the official letter of hire stating position and salary, any changes to the position and rate of pay for the employee, requests for verification of employment, background checks, new hire reporting forms, and employee benefits (including retirement). Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of qualifying event, application to receive retirement benefits, any change of name or address forms.</p>	50 years	Paper		<input type="checkbox"/>
FIN-21	<p>Payroll records</p> <p>These records document the gross pay and all deductions for each employee for every pay period, including the month and year. These records may list the hours worked, pay rate, all deductions (withholding taxes, Medicare, insurance premiums, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records are often included on the payroll check stub. These records may be created manually, or in an electronic accounting system.</p>	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-22	<p>Purchase orders</p> <p>These records document the ordering of goods, services and materials purchased by the Library. They may include purchase requisitions, purchase orders, invoice, and packing slips. These records are source documents for the general ledger and accounts payable ledger.</p>	5 years	Paper / Electronic		<input type="checkbox"/>
FIN-23	<p>Requests for bids, proposals and RFP</p> <p>These records are formal bid packets submitted in response to a request by the Library. When the Library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference. Retain until close of contract period + 9 years (rejected) or permanent (accepted).</p>	9 years / Permanent	Paper		<input type="checkbox"/>

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FIN-24	Sales records These records document sales, and may identify the item sold, price and name of purchaser. It does not include cash register receipts.	5 years	Paper		<input type="checkbox"/>
FIN-25	Time and Attendance These records are used to document an employee's attendance and hours worked, by date and time. The records may be signed by the employee and are used for payroll purposes.	5 years	Paper		<input type="checkbox"/>
FIN-26	W-2 forms These forms document the annual gross wages, Federal, State, Medicare and local taxes withheld for the purpose of reporting income taxes.	Permanent	Paper		<input type="checkbox"/>

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GEN-01	<p>Accident/Illness Report (Includes Incident Reports)</p> <p>These records give details about any unexpected incidents on the Library premises by patrons (non-employees) or staff. They list the location, witnesses, person injured, and type of injury or property damage. These reports are reviewed and signed by relevant staff, and then sent to the Director. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.</p>	8 years	Paper		<input type="checkbox"/>
GEN-02	<p>Agreements</p> <p>These records are agreements, such as for room use (meeting rooms, study rooms, etc.) laptop checkout, and internet use, signed by patrons and may include personal or financial identification information or library barcode number. These documents establish that the patron agrees to abide by the Library's policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. This series may include calendars or sign-up sheets scheduling the use of meeting or study rooms. Agreements are retained until they expire.</p>	Until no longer useful	Paper		<input type="checkbox"/>
GEN-03	<p>Blank forms</p> <p>These are records used to gather and record information either in paper or electronic format.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-04	<p>Calendars/Planners</p> <p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments and tasks.</p> <p>NOTE: A calendar or planner can become a record if it is specifically incorporated into other work-related documents. At this point, that particular calendar or planner becomes an official record and must be retained in accordance with the retention schedule for that record.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-05	<p>Compliments /Complaints /Suggestions</p> <p>These records document compliments, complaints, and suggestions received and actions taken concerning any aspect of the Library of its services or staff. Retain until date of completion if action taken.</p>	1 year	Paper / Electronic		<input type="checkbox"/>

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GEN-06	<p>Contest Entry Forms</p> <p>These records are used to award prizes for contests. The form may include names, contact information, school, grade and age and be used to accompany contestant entries, such as original artwork or writing samples. Retain until determination of the contest winner.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-07	<p>Department Budgets</p> <p>These records are used to prepare the department budget. They may include planning materials, current budget, quotes, research material, requests from staff for requested items.</p>	2 years	Electronic		<input type="checkbox"/>
GEN-08	<p>Department Employee Files</p> <p>These records are kept by the supervisor for department related purposes about an employee. This may include records, correspondences, documenting absences or tardiness, documentation to be used in evaluations, copy of annual evaluation, meeting notes and other relevant material.</p> <p>NOTE: Permanent if record becomes part of a personnel file.</p>	1 year	Paper		<input type="checkbox"/>
GEN-09	<p>Department Material Orders</p> <p>These records relate to the process and management of selecting materials by department selectors for the Library collection. This may include book reviews, marked catalogs, yearly order lists, inventories, correspondence, standing orders, community profiles and other related records.</p>	Until no longer useful	Paper		
GEN-10	<p>Department Supply Requests</p> <p>These records relate to requesting and managing the supplies and special orders, such as displays and other not regularly stocked by the Library. They may include supply requisition forms, supply requisition lists, special order request forms, printed materials order forms, and other related records.</p>	Until no longer useful	Paper		<input type="checkbox"/>



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GEN-11	<p>Directories / Contact lists</p> <p>These records are directories or contact lists created by Library staff in order to facilitate communication with other staff or specific individuals, companies or other organizations that have a commonality that necessitates being grouped together, such as staff directories, community agencies, schools, publicity contacts, professional contacts, and phone trees. This record may include name, address, telephone number, email address and fax numbers. This information may be kept on a printed sheet, rolodex, email address book and databases.</p> <p>NOTE: This record series does not include patron records (see Patron Database).</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-12	<p>Donor File - Monetary Donations</p> <p>These records contain information about donors of monetary contributions to the Library. These donations may be used for construction, equipment, special projects, library programs, memorial gifts, etc. Information in the file may include donor name, contact information, the amount of money donated and an inventory of the items purchased with the funds and the name of the person memorialized. These files may include receipts for donations, letters of acknowledgement, and supporting documentation.</p>	10 years	Paper		<input type="checkbox"/>
GEN-13	<p>Donor File - Property Donations</p> <p>These records contain information about donors of property (such as books, memorial items, artwork, furniture, computers, etc.) to the Library. Information in the file may include the donor name, contact information, and an inventory of the items. These files may include signed deed of gift forms, receipts for donations, letters of acknowledgement, and supporting documentation.</p>	10 years	Paper		<input type="checkbox"/>
GEN-14	<p>Door Count Logs</p> <p>These are records used to compile the count of individuals entering or exiting the library building or in areas or rooms within the library. The count can be recorded manually, such as a sign-in book or electronically, such as a door counter or security gate. This statistical information is usually gathered to be included in other reports, such as the monthly library statistics.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>

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GEN-15	Drafts  These are drafts of documents, publications, meeting minutes, or any other work-related record that can be discarded once the final draft is completed or approved.	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-16	Duplicates  These records are copies of originals that exist elsewhere, either in hard copy or in electronic format.	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-17	Electronic files  These are records generated electronically that serve as the original copy. They may include correspondence, publications, presentations, or other forms of text-based documents.  NOTE: Must be retained in accordance with the retention schedule for the content of that record.	See Note	Electronic		<input type="checkbox"/>
GEN-18	Employee copy - schedule change form The employee will receive a copy of an approved change in the work schedule due to vacation, sick or personal leave.	Until no longer useful	Paper		<input type="checkbox"/>
GEN-19	Finding Aids and Pathfinders  These records are created by Library staff in order to assist staff and patrons in finding information, using paper, audio or databases. This may include bibliographies, and other files.	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
GEN-20	Friends of the Library  These records relate to the activities of any outside group that is organized specifically to support library projects. These files may include meeting minutes, ordinance, project files, receipts, programs, membership lists and other related records.	2 years	Paper		<input type="checkbox"/>