

## XVII. RECORDS POLICY

### 1. Purpose

The purpose of this Policy is to ensure that important records of the Stewart B. Lang Memorial Library (the Library) are retained, protected from deterioration, and securely disposed of when no longer required or needed. The Policy establishes minimum retention times and implementation guidance for the Library's records, including electronic records.

### 2. Responsibility

The Library Board is responsible for the accuracy of this Policy. The Library Director is responsible for ensuring that the Policy is followed.

### 3. Procedure

- 3.1 Appendix A identifies the various types of Library records that are required to be retained permanently (for the lifetime of the Library).
- 3.2 All other types of Library records should be retained for 6 years after the record date, or 6 years after the records are no longer active, whichever retention period is longer. Examples of active records include:
  - Personnel records (retain for 6 years after termination of employment)
  - Audit working papers (retain for 6 years after completion of audit)
  - Contracts & correspondence (retain for 6 years after completion or expiration)
  - Grant records (retain for 6 years after completion of grant period)
  - Legal matters (retain for 6 years after close of the matter)
- 3.3 Correspondence of no significant or permanent value should be filed with and retained for the same time period as the records or documents to which it relates.
- 3.4 Electronic documents that require retention should follow the same retention criteria as the applicable types of hard copy records. Electronic documents that require retention may be retained in secure file servers or other secure media. Alternatively, electronic documents may be printed and retained in hard copy format in the associated record files.
- 3.5 Records that have reached their retention period shall be disposed of in a secure manner.

### 4. Suspension of Record Disposal In Event of Litigation or Claims

In the event the Library is served with any subpoena or request for documents, or any employee becomes aware of an investigation, audit or litigation concerning the Library, such employee shall inform the Director, and any further disposal of documents shall be suspended until such time as the Library, with the advice of counsel, determines otherwise. The Director shall promptly inform Library Board and all staff of any suspension in further disposal of documents.

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Revised: 10/04/2021 (changed retention period for insurance policy records)

Revised: 01/03/2022 (changed Sec. 3.2 retention period to match NYS LGS-1)

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APPENDIX A: Permanent Library Record Types

Accounting & Finance:

- Audit Reports
- Financial Statements
- General Ledgers (QuickBooks)
- List of Accounts (QuickBooks)

Corporate (Association) Records:

- Charters
- Mission
- By-Laws
- Policies
- Minutes (Board & Committee) & Resolutions
- Annual Reports
- Licenses, Permits & Certificates

Employee Records:

- Employment Offer & Confirmation Letters
- Benefits descriptions
- Retirement & Pension Records

Property Records

- Purchase, Sale & Lease Agreements
- Correspondence, Deeds, Assessments
- Licenses & Rights of Way

Tax Records

- Tax ID, Non-Profit and Tax Exemption Documents
- Tax Returns
- Payroll Registers
- Tax related correspondence (Federal & State)
- Tax Exemption Documents and Correspondence
- IRS or Other Government Audit Records
- IRS Rulings
- New York State Annual Reports

Other Permanent Records:

- Contracts and associated documents
- Court Orders and associated documents
- Contribution Records (including source, terms & restrictions)
- Correspondence having significance or lasting consequences
- Materials of historical value (photos, publications etc.)

General Reference:

<http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>