



## DAUPHIN COUNTY LIBRARY SYSTEM DOCUMENT RETENTION POLICY

The Document Retention Policy for Dauphin County Library System (hereinafter referred to as The Library) is designed to outline the procedures for the retention, storage and disposal of certain records that correspond to local, state and federal mandates.

**Preamble:** The Library has created a systematic process for the retention, storage and disposal of records dealing with their business transactions, applicants and active employees.

**General:** Records for The Library, accounting and employee related information are stored in a safe and secure environment located in the Administrative Offices at 101 Walnut Street or at our Lykens storage facility. Patron library card applications are kept at 4501 Ethel Street. The procedures for record retention are designed to adhere to local, state and federal requirements and also that which is prudent for the efficient operation of the business. The Library is committed to protecting any information which by its very nature is considered to be sensitive or may lead to identity theft should such information become available to others. The Library will accomplish this task to ensure the integrity of its information as well as its patrons and employees.

**Responsibility:** All records are maintained in secure areas and are only accessed by those people with a business need to view such records. Employees are able to view their personnel records but are required to make an appointment with the Human Resources Manager or the Finance and Human Resources Director to view this information. The Information Technology Department (IT) is responsible for the securing of any on-line system containing confidential information where the server is actually maintained by DCLS. IT also is responsible for the securing of patron information contained within The Library. For systems that are outsourced, the IT Director does due diligence prior to agreements being signed.

**Storage:** Accounting, personnel and donor files are maintained within the Finance and Community Relations office areas at the 101 Walnut Street Office. All files are stored in locked cabinets and are secured at the end of each workday. Patron card applications are maintained at 4501 Ethel Street, in a secured staff area. Patron records are maintained online and are secured via the IT department. Every effort is made to use social security numbers only when absolutely necessary and to restrict access to this information both in hard copy and via computer programs.

**Disposal:** Confidential information which is no longer needed or which we are no longer legally bound to maintain shall be disposed of by shredding within The Library. In those instances where the disposal of records would be more efficiently accomplished with the use of an outside contractor such contractor will be bonded and will use shredding as their means of disposal. Record purging is done at year-end.

**Schedule of Disposal:**

<b>TYPE OF RECORD</b>	<b>RETENTION PERIOD</b>
1099's	8 Years
Annual Report, submitted to Commonwealth Libraries	Permanent
Applications for Employment & Resumes, for those not hired	2 Years
Approved to pay, Accounts Payable Report	3 Years
Articles of Incorporation	Permanent
Audit	Permanent
Bank Statement/Reconciliations	7 Years
Board of Trustee, Board & Committee Materials	3 Years
Board of Trustee, Meeting Minutes	Permanent
Budgets	3 Years
By-Laws & Amendments	Permanent
Cancelled Checks	7 Years
Cash Receipts Records	7 Years
Chart of Accounts	Permanent
Check Registers	7 Years
Contracts, after contract term expires	4 Years
Corporate Charter	Permanent
Correspondence, General	3 Years
Correspondence, Legal	Permanent
Deeds & Titles	Permanent
Depreciation Schedules, after disposal	7 Years
District Agreements, after contract term expires	4 Years
EEO Reports	5 Years
Employee Benefit Plans	6 Years
Employment Rejection Letters	2 Years
E-rate Forms & Reports	10 Years
FMLA Leave Documents	3 Years
Form 990	Permanent
General Ledger Detail Reports	Permanent
Grant Information (application, contracts & reports), after life of grant	3 Years
I-9's	3 Years *
Insurance Policies, after expiration	5 Years
Internal Revenue Service Determination Letter	Permanent

Interview Information & Reference Checking Notes	2 Years
Job Descriptions	2 Years
Journal Entry and supporting documentation	6 Years
Leases, after expiration	6 Years
Library Card Applications (electronic)	Permanent
Library Card Applications (paper), after last use	2 Years
Lobbying & Advocacy	4 Years
Monthly Financial Statements	3 Years
Mortgages, after termination	6 Years
OSHA Logs	5 Years
Payroll Records & Summaries	8 Years
Payroll Tax Returns	6 Years
Pension Records, after discontinuance of plan	6 Years
Personnel Files, after employment is terminated	7 Years
Personal Medical Information	3 Years
Personnel Policy Manual, after outdated	3 Years
Press Releases/Public Filings	Permanent
Recruiting Information	2 Years
Sales Tax & Real Estate Tax Exemption Documents	Permanent
Timesheets	3 Years
Unemployment Insurance Documents	4 Years
Vendor Invoices, General	7 Years
Vendor Invoices, Fixed Asset after Disposal	3 Years
W-2's	8 Years

\* I-9's are retained for 3 years from the date of hire or 1 year after termination, whichever is later.

Approved by the Board of Trustees at the meeting held on June 16, 2009 and updated at the Executive Committee meeting held on April 12, 2011.

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Bruce Senft  
President