DOCUMENT RETENTION AND DESTRUCTION POLICY
RUTLAND FREE LIBRARY

The purpose of the Document Retention and Destruction Policy is to identify duration of maintaining library records, when said documents should be destroyed, and who is responsible for their maintenance and removal.

GENERAL GUIDELINES

The library director shall be responsible for implementing this policy. The library director or designee shall review records as necessary for retention or destruction. Several categories of documents that warrant special consideration are identified below and minimum retention periods are established. The library director may extend that period of retention at their discretion and may also determine the period of retention for documents not subject to these requirements. Litigation-relevant documents are exempted from any removal requirements. Digital and electronic records due for removal will be destroyed at the prevailing level of reasonable technological knowledge. Physical documents requiring destruction shall be shredded onsite or by a licensed NAID certified document destruction contractor.

Records should not be kept longer than needed for the operation of the library. Documents not subject to a retention requirement should be kept long enough to accomplish the task for which they were generated.

EXCEPTION FOR LITIGATION RELEVANT DOCUMENTS

The Library expects all trustees and employees to comply fully with any published records retention or destruction policies and schedules, provided that all trustees and employees should note the following general exception to the destruction schedules set forth herein: if the Library director or Board of Trustees reasonably believe that Library records are relevant to pending litigation, or are relevant to an existing dispute that is likely to lead to litigation, the Library director shall preserve those records until it is determined by the Library director and the Board of Trustees that the pending litigation or dispute has been resolved such that the records are reasonably believed to be no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

MINIMUM RETENTION PERIOD FOR SPECIFIC CATEGORIES

All documents below shall be accessible to or maintained by the library's fiscal officer: One year equals one year beyond the fiscal year close.

<u>Documents Retained for One Year:</u>

Correspondence with customers and vendors
Purchase Orders
Receipts

<u>Documents Retained for Three Years</u>:

Employee personnel records (after termination)
Expired insurance policies
Internal audit reports
Petty cash vouchers

<u>Documents Retained for Six Years</u>:

Accounts payable
Accounts receivable

Bank statements and reconciliations
Donations
Duplicate deposit slips
Employment tax records
Expired contracts, leases
Notes receivable
Payroll records and summaries, including payment to pensioners
Resolved Accident reports, claims

<u>Documents Retained Permanently</u>:

Active Insurance records, current accident reports, claims, policies
Articles of incorporation, organizational by-laws
Audit reports from CPAs/accountants
Biennial report to the state
Board Finance Committee Meeting Minutes
Cancelled checks for important payments (including tax payments)
Cash books, charts of accounts
Contracts and leases currently in effect
Deeds
Depreciation schedules
Documents substantiating fixed asset additions
Financial statements (year end)
General and private ledgers, year-end trial balances
Investment trade confirmations
Invoices for supplies / programming
Invoices to customers
IRS revenue agents' reports
Legal records, correspondence
Mortgages, bills of sale
Property appraisals by outside appraisers
Retirement and pension records
Tax returns and worksheets

Adopted 8/18/2010
Rev 1/20/2021
Rev 6/17/2026