

Morrisville Public Library Records Retention Policy

<u>Governance</u>		
Agenda		1 year
	Files for meeting of governing body of committees, including agendas, background materials and other records used at meeting.	
Articles of Incorporation		Permanent
Chartering and registration records		Permanent
Official Minutes		Permanent
	Proceedings of board or committee, including all records accepted as part of the minutes.	
<u>Operations and Reporting</u>		
Annual plan		Permanent
	Program Plans (annual, special or long-range).	
Tax Returns		Permanent
Deeds, mortgages, and bills of sale		Permanent
<u>Financial</u>		
Annual Financial Reports		Permanent
<u>Building and Owned Equipment</u>		
Equipment Repair records		3 years
Fixed asset (owned equipment) records		7 years after disposal of asset
<u>Contracts</u>		
Annual service contract		Current plus 3 years
Equipment leases		6 years after expiration
Leased Equipment repair records		3 years

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Legal agreements		Permanent
	Contracts, leases	
<u>Fiscal</u>		
General Ledger/Accounting ledger		Permanent
	Summary receipts and disbursements for all accounts	
Tax exemption records		Permanent
<u>Fiscal - audit</u>		
Audit background documentation		
	Includes summaries, posting records and related records created by auditing office as part of auditing procedure	Permanent
Report of audit of financial affairs		7 years
	Audit conducted by Office of the State Comptroller or by an outside auditing firm	
	Internal audits	
<u>Fiscal - banking</u>		
Bank statements, reconciliations, other communications		7 years
	Accounting Correspondence	5 years
	General Correspondence	3 years
Bank deposit slips		7 years
Canceled checks		3 years
<u>Fiscal - budget</u>		
Budget - official copy		Permanent
Budget preparation files		7 years
	Preliminary or tentative budget, estimates of revenues and expenditures, narrative of services, and related records.	
<u>Fiscal - receipts</u>		
Receipt (received) or copy of receipt issued		7 years

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<u>Fiscal - reports</u>		
Verification of travel expenses		7 years
	Receipts and other certificates	
<u>Insurance</u>		
Insurance policy (expired)		3 years
	Covering fire, theft, property damage, personal injury, liability	
<u>Payroll/Personnel</u>		
Payroll		Permanent; W-4 disposed of after 4 years of termination
W-2 Forms		7 years
Employee daily time reports		5 years
Time cards, tickets, and clock records		5 years
Employment Applications		6 months as per Civil Service
Personnel Files (terminated employees)		7 years
<u>Purchasing</u>		
Invoices		7 years
	Fixed assets, issued or received, purchased	
<u>Register, Journal, and Ledger</u>		
Accounts payable and Receivable ledger		7 years
Abstracts		10 years
Cash Register E-journals		7 years
Vouchers		7 years