



## Records Retention Policy

The records of the library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule MI-1 by The University of the State of New York and The State Education Department. The following sections are most pertinent to the library: Library/Library System, Fiscal, and Personnel/Civil Service. The current schedule is on file in the office of the Library Director and is available during normal business hours.

The Library Director shall serve as the Records Management Officer for the library in order to insure compliance with the aforementioned Records Retention and Disposition Schedule MI-1.

The Library Director shall serve as the Records Access Officer for the library in order to insure compliance with the Freedom of Information Law.

The library may keep records beyond the the minimum requirement if approved by the library board and destruction of any records require board approval.

### Records Retention Schedule

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently

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Internal audit reports	Permanently
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	Permanently
Personnel files	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Adopted May 21, 2014