

UPPER MORELAND FREE PUBLIC LIBRARY

DOCUMENT MANAGEMENT

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| Revised: | 07/13/2016 |
| Next Review: | 3 rd Qtr 2019 |
| Reviewed: | 6/09/2016 |
| Original: | 09/09/2009 |

I. POLICY

A. The purpose of this policy is to ensure that documents generated by, or in the possession of, UMFPL are accurate and retained according to the criteria in this policy.

B. Director-generated documents:

1. Director's monthly reports of statistics and operations
2. PA Public Library Survey annual report
3. Final grant reports
4. Financial statements (monthly and year-to-date)
5. Procedures

C. Board-generated documents:

1. Bylaws and minutes of the board of trustees meetings
2. Annual budget
3. Policies

D. The annual financial audit report is generated by an external auditor.

E. Documents should be retained for as long as they are relevant to UMFPL and to comply with government regulations, whichever is longer.

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1. Attached as Exhibit A to this policy is a list of retention periods for documents that may be generated by UMFPL.
 - a) Documents of the types listed in Exhibit A shall be retained for the period indicated in Exhibit A.
 - b) In addition, any documents which may be relevant to any pending or threatened litigation or governmental investigation shall be retained during the course of such litigation or investigation, or until it is definitively determined that they are not relevant.
- F. Documents shall be destroyed in the ordinary course of business when they are no longer subject to retention in accordance with this policy.
- G. No documents shall be subject to destruction which may be relevant to any pending or threatened litigation or governmental investigation.
 1. Any questions as to the relevancy of documents to pending or threatened litigation or governmental litigation shall be decided by the president of the UMFPL board of trustees or such officer appointed by the board.
- H. Any state or federal laws or regulations relating to retention or destruction of documents shall apply where the provisions of those laws or regulations are more stringent than this documents policy.

II. DEFINITION

- A. Documents refer to written and electronic communications (including emails, voice mails, financial records) that pertain to UMFPL.

III. RESPONSIBILITY

- A. The director shall establish necessary procedures to comply with this policy.

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Document Retention Chart (Exhibit A)

All documents are electronic unless noted with an asterisk (*) to indicate some paper records are still maintained.

| | Type of Document <small>** indicates plus the current year</small> | Minimum Requirement |
|-----|--|----------------------------|
| 1) | Accounts payable ledgers and schedules | 7 years |
| 2) | Audit reports (External) | Permanently |
| 3) | Audit reports (Internal) | 3 years** |
| 4) | Bank reconciliations and statements* | 3 years** |
| 5) | Budget (annual operations) | Permanently |
| 6) | Contracts, mortgages, notes, and leases (expired)* | 7 years |
| 7) | Contracts (still in effect)* | Permanently |
| 8) | Correspondence (legal and matters of importance) | Permanently |
| 9) | Correspondence (vendors)* | 3 years** |
| 10) | Deeds, mortgages, and bills of sale | Permanently |
| 11) | Director report for board of trustees | 3 years** |
| 12) | Employment applications | 3 years** |
| 13) | Expense analyses/expense distribution schedules* | 7 years |
| 14) | Financial statements (year-end) | Permanently |
| 15) | Grant (application and final report) | Permanently |
| 16) | Inactive patron records and registrations | 3 years** |
| 17) | Insurance policies (expired)* | 3 years** |
| 18) | Insurance records, incident reports, claims, etc. | Permanently |
| 19) | Invoices* | 7 years |
| 20) | Minutes, policies and bylaws of the board of trustees* | Permanently |
| 21) | Payroll records and summaries* | 7 years |
| 22) | PA Public Library Survey Annual Report | Permanently |
| 23) | Personnel files* | 7 years |
| 24) | Retirement and pension records* | Permanently |
| 25) | Tax returns (filed)* | Permanently |
| 26) | Timesheets* | 7 years |
| 27) | UMFPL charter and the Articles of Incorporation* | Permanently |
| 28) | UMFPL staff procedures | 3 years** |
| 29) | Withholding tax statements* | 7 years |
| 30) | Volunteer service hours * | 1 years** |