

# UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	08/14/2019
Next Review:	3 <sup>rd</sup> Qtr 2022
Reviewed:	08/08/2019
Original:	09/09/2009

## DOCUMENT RETENTION

### I. POLICY

- A. The purpose of this policy is to ensure that documents generated by, or in the possession of, UMFPL are retained according to government regulations and UMFPL relevance.
  - 1. Documents of the types listed in Exhibit A (attached) shall be retained for the periods indicated in Exhibit A.
  - 2. 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.
  - 3. Any questions as to the relevancy of documents to pending or threatened litigation or governmental litigation shall be decided by the director and either the president of the UMFPL board of trustees or a trustee appointed by the board president.
- B. Documents shall be destroyed when they are no longer subject to retention in accordance with this policy.

II. DEFINITION: The term document includes paper and digital records.

### III. RESPONSIBILITY:

- A. The director shall ensure this policy reflects current Pennsylvania or federal laws or regulations relating to retention or destruction of documents.
- B. The director shall establish necessary procedures to comply with this policy and determine the format in which documents are maintained.

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## Document Retention Chart (Exhibit A)

	Type of Document ** indicates plus the current year	Minimum Requirement
1)	Accounts payable/receivable ledgers and schedules	7 years
2)	Audited financial statements and reports (external)	Permanently
3)	Bank reconciliations and statements	3 years**
4)	Budget (annual operations)	Permanently
5)	Contracts, mortgages, notes, and leases (expired)	7 years
6)	Contracts (still in effect)	Permanently
7)	Correspondence (legal and matters of importance)	Permanently
8)	Supportive documentation for patron accounts unresolved	Until resolved
9)	Correspondence (UMFPL vendors)	3 years**
10)	Deeds, mortgages, and bills of sale	Permanently
11)	Director report for board of trustees	3 years**
12)	Employment applications (interviewed but not hired)	2 years**
13)	Expense analyses/expense distribution schedules	7 years
14)	Financial statements (year-end)	5 years
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)	IRS Form 1023: Application for Tax-exempt Status and Determination Letter	Permanently
21)	PA Sales Tax Exemption letter	Permanently
22)	Minutes of the board of trustees	Permanently
23)	Bylaws of the board of trustees	While in effect
24)	Library Operational policies	While in effect
25)	Payroll records and summaries	7 years
26)	PA Public Library Data Collection Annual Report	Permanently
27)	Personnel files (must include and are limited to) letter of hire; resume or application; background checks and clearances; performance assessments and disciplinary action records; W-2/W-4 forms; court orders of payroll deductions; declarations of health Insurance; accident reports; documentation of leave; earnings records; timesheets; and garnishment orders.	7 years

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28)	Workers Compensation claims	Permanently
29)	Personnel Policy Handbook	While in effect
30)	Library Operational Procedures	While in effect
31)	Retirement, employee earning and pension records	Permanently
32)	Strategic or long range plans	While in effect
33)	Tax returns (filed)	Permanently
34)	Timesheets	7 years
35)	UMFPL charter and the Articles of Incorporation	Permanently
36)	Withholding tax statements	7 years
37)	Volunteer service hours	1 years**