

Record Retention Policy

PURPOSE

This Record Retention policy & schedule identifies the practice of preserving library records to ensure that citizens have access to public documents while at the same time preserving the efficiency and productivity of Franklin County Library District, Larsen-Sant Public Library operations. The library is a public entity and as such, definition and disclosure of public records is governed by Idaho Code.

This policy is intended to provide guidance to Trustees and Library Staff regarding the retention of essential and non-essential documents related to the history, business and operations of the Library. The Library records include information that is retained for a variety of purposes and pursuant to Idaho Code 74-208 identifying information about patrons may be subject to exemption from disclosure. Legal counsel is advised in such matters. A complete index of official records is provided in the library's Record Retention Schedule. The Record Retention Schedule is a master plan for records storage and ultimate disposal. Each line item in the Records Retention Schedule identifies the retention policy for a particular records series. Active records are to be kept in offices or electronically during their useful life. Inactive records are to be destroyed according to the record retention schedule.

The policy and schedule will be reviewed regularly by the Library Board of Trustees.

RESPONSIBILITIES AND RECORD TYPES

The District's records are retained in both paper and electronic format and stored on-site at library locations and on servers respectively. Routine backups are performed on servers. Retention of electronic records is ever-changing and certain vital records will be archived in electronic format because it is the only way to retain it in a searchable format. Other electronic records will be promptly eliminated because they serve no durable purpose.

The Library Director serves as custodian of the records of the Library. The alternative for contingencies shall be the Assistant Director.

The types of records included in the Record Retention Schedule are:

- Accounting, Budget, Finance & Payroll Records
- Administrative Records

- Board of Trustee & Election Records
- Election Records
- Information Systems/Technology Records
- Insurance, Risk Management, & Safety Records
- Legal records
- Library Records
- Personnel Records

Idaho Code does not clearly define the retention requirement for most records. The law classifies records as permanent, semi-permanent, or temporary. Permanent records are to be kept for not less than ten (10) years after creation. Semi-permanent records must be kept for five (5) years after creation or completion of the matter for which the record is held. Temporary records do not have a specified period, but is usually less than five (5) years. Temporary records that are subject to audit or are not related to permanent records can be disposed of per approved retention schedules.

Classification and retention of the Library records is consistent with the manuals provided by the Association of Idaho Cities and the Idaho Counties Risk Management Program:

1. **“Permanent records”**: **Vital/Historical or Archival** (Records that are irreplaceable and do not have same value as original) and shall consist of:

- a. Adopted meeting minutes of the Library Board Meeting Minutes;
- b. Library Building plans and specifications;
- c. Fiscal year-end financial reports;
- d. Records affecting the title to real property or liens thereon;
- e. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, and notices of election; and
- f. Other documents or records as may be deemed of permanent nature by the District. Permanent records shall be retained by the District in perpetuity.

2. **“Semi-permanent records”** (Records could be reproduced after considerable delay and at substantial expense); **records have specific regulatory statues of limitations**: shall consist of:

- a. Claims, canceled checks, purchase orders, vouchers, duplicate receipts, and other financial records;

- b. Contracts;
- c. Departmental reports;
- d. Bonds and coupons; and
- e. Other documents or records as may be deemed of semipermanent nature by the District. Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

3. “Temporary records” (Records would cause inconvenience if lost, but could readily be replaced; records are retained in either active or inactive storage to aid office staff in tracking events, transactions, decisions, etc. in the normal process of business.) shall consist of:

- a. Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
- b. Cash receipts subject to audit;
- c. Election ballots;
- d. Other documents or records as may be deemed of temporary nature by the District. Temporary records may be retained for less than two (2) years, but in no event shall financial records be destroyed until completion of the library’s annual independent financial audit.

4. Semi-permanent and temporary records; (Records have been previously determined by retention schedules to be eligible for destruction) may be disposed of under the direction and supervision of the Records Custodian only if the full retention period was met. Disposal of records outside of the authorized schedule requires Board approval.

The following value assessments established by the Idaho State Archive determine the records storage and management needs:

- Administrative Value
- Policy value
- Fiscal Value
- Legal Value
- Historical Value

REQUESTING RECORDS

The Idaho Public Records Law grants every person, during regular office hours, the right to copy and examine any public record of the state except as otherwise provided by law. A Public Record includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic. The District's **Public Records Request Policy** and request form details the process for citizens to request access to library records.

Description	Person Responsible for maintenance and Destruction
Permanent Records	
Fixed Assets List	Director
Payroll Records: IRS Form 941 payroll reports	Director
Board meeting minutes and accompanying records Paper and Digitized records	Director
Trustee Election documents	Director
Audit Reports	Director
Current Policies	Director
Semi-Permanent Records/ Five Year Records	
Budget and Itemized spending records	Director
Original Employee time sheets and the computer generated from the time sheets. Personnel files for active employees: maintained at all times during the employee's term of employment	Director
Grant Records	Assistant Director
Bank Statements, deposit books, computer printouts of financial records	Director
Temporary/ One-Two Year Records	
Old Policies	Director
Expenditure Receipts	Director
Records of overdue items, fines and lost materials are kept for one year	Director

Varying Retention Times	
Records for computers, furniture and equipment, lists of vendors and so forth: kept as long as needed	
ILL requests that result in our purchasing the item: kept until the item is processed and the requesting patron notified	
Requests for purchases: kept until the item has been processed and the requesting patron notified.	
E-Rate records, notifications, forms etc. ten years from the date of last receipt of reimbursement	

Storage, review, and destruction of records:

1. Destruction shall be by shredding, burning, or other appropriate means at the end of the retention time.
2. All records placed in inactive storage shall indicate the date of destruction.