

The Naples Library Records Retention and Removal Policy

The purpose of the Records Retention and Removal policy is to ensure the proper management of library records according to Law and recommended practice.

Confidentiality: Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee on Open Government.

Business Records and Documents: While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional documents destruction into a process that must be carefully monitored.

The following items will be retained permanently: Incorporation, chartering and registration records, manuscript or published catalog of holdings, audit reports, checks for important payments or purchases, contracts, mortgages, notes and leases, legal correspondence, deeds, mortgages and bills of sale, depreciation schedules, year-end financials, insurance records, current accident reports, policies, minutes, bylaws and charter, patents and related papers, retirement and pension records, tax returns and worksheets, trademark registrations and copyrights.

The following items will be retained for 7 years: Accounts payable ledgers and schedules, Expired Contracts, expired mortgages, notes and leases, Expense Analyses and distribution schedules, inventories of products and materials and supplies, invoices (to customers and from vendors), payroll records and summaries, personnel files (terminated employees), timesheets, withholding tax statements.

The following items will be retained for 6 years: Library material censorship and complaint records (including evaluations by staff, patrons' complaints and record of final decision), patron's registration for use of rare, valuable or restricted non-circulating materials, AUP5

The following items will be retained for 3 years: Bank statements, employment applications, expired insurance policies, internal audit reports.

The following items will be retained for 2 years: Bank reconciliation, general correspondence, correspondence with customers and vendors, duplicate deposit slips.

The following items will be retained for 1 year: Accession records, individual title purchase requisition which has been filled or unable to be filled.

The following items will be retained until superseded or obsolete: Directory of public library system and member libraries, borrowing or loaning records including interlibrary loan, records documenting selection of books and other library materials.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 19, 2016.