

# The Hudson Library and Historical Society

## Record Retention

Section 149.351 of the Ohio Revised Code (ORC) requires all public entities maintain records either permanently or for a certain length of time. The Fiscal Officer of the Hudson Library and Historical Society oversees these records and administers proper retention and disposal of public records pursuant to the ORC. To accomplish this, the Hudson Library maintains a list of all records and destruction dates for non-permanent records. The Fiscal Officer and Executive Director shall review this list yearly to update and determine which records may be destroyed.

### Permanent Records Include:

- Library Annual Financial Report to the State Auditor
- Annual Report to the State Library of Ohio
- Library's Annual Report to the Community
- Audit Reports from the Auditor of State
- Board of Trustee Minutes
- Bond Records
- Building Blue Prints and Specifications
- Building Construction Inspection Reports
- Director's Monthly and Annual Report
- Historical Files on Library's Establishment
- Payroll Records
- OPERS Records
- Personnel Files
- Payroll Tax Records

### Non-Permanent Records Include:

#### Circulation:

- Borrower Information (Expired Cards) 3 years

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#### Contracts/Leases:

- Bids (Successful) 15 years after completion of project
  - Bids (Unsuccessful) 3 years after success of contract
  - Construction Plan 16 years after completion
  - Insurance Policies 2 years after expiration providing all claims settled
  - Contracts & Leases – equipment 2 years after expiration provided audited
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## Employee Files:

- Accident/Incident Reports 2 years providing no claim pending
  - Employee Applications (not hired) 90 days
  - I-9 Form 3 years after date of hire/one year after termination of employment, whichever is later
  - W-2 6 years provided audited
  - Unemployment Compensation 4 years provided audited
  - Workers Compensation Claims 10 years after date of final payment
  - Payroll Tax Forms (state, federal, local) 4 years provided audited
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## Financial:

- Monthly Financial Reports 4 years provided audited
  - Accounts Payable Ledger 4 years provided audited
  - Amended Official Certificates 10 years provided audited
  - Appropriations Ledger 4 years provided audited
  - Annual Budget 5 years provided audited
  - Annual Budget Resolutions 5 years provided audited
  - Bank Deposit Receipts 4 years provided audited
  - Bank Statements 4 years provided audited
  - Certificates of Estimated Resources (annual) 10 years provided audited
  - Cash Journals 4 years provided audited
  - Cash Register Tapes Until audited
  - Depository Agreement 4 years provided audited
  - Employee Request for Leave Forms Until audited
  - Invoices/Vouchers 4 years provided audited
  - Investment Records 4 years provided audited
  - Payroll Tax Forms (state, federal, local) 4 years provided audited
  - Petty Cash Records 4 years provided audited
  - Prevailing Wage Records 4 years provided audited
  - Purchase Order Requests 4 years provided audited
  - Receipt Books Until audited
  - Receipts Journals 4 years provided audited
  - Tax Budgets (county) 10 years provided audited
  - Timesheets Until audited
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## Legal:

- Claims and Litigation Documents 5 years after case is closed and all appeals exhausted
  - Levy Official Files Life of levy plus 5 years
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Miscellaneous:

- Board Agendas 1 year
  - Records Request 2 years
  - Correspondence Until deemed no longer of value
  - Donation Records (non-cash) 4 years
  - Software Destroy when obsolete
  - Administrative Policies/Procedures Until superseded
  - Job Descriptions Until superseded
  - OSHA Records 5 years
  - Strategic Plan Until superseded
  - Technology Plan Until superseded
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Reporting – The Library’s Fiscal Officer will report to the Board annually and request to deaccession public records.