

RC-2	GEAUGA COUNTY PUBLIC LIBRARY RECORDS RETENTION SCHEDULE			12/15/2016
(1)	(2)	(3)	(4)	(6)
Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by OHS-LGRP
1000	Accident and Incident Reports	5 years, (reports for minors 3 years beyond reaching majority) provided any claims settled	Paper	
	<i>Report of any accident or incident on library property</i>			
1010	Account Authorizations and Credit Card Acknowledgements	Until employee terminated, taken off account or account closed, if audited	Paper	
	<i>Document employees authorized to use a vendor or credit card account</i>			
1020	Affordable Care Act forms and worksheets	7 years	Paper	
	<i>Notices and forms required by the ACA and data collected in order to complete these forms.</i>			
1030	Annual Financial Report to the Auditor of the State	25 years	Paper	X
	<i>A report submitted annually to the State Auditor which provides the Library's financial information including receipts and expenditures.</i>			
1040	Appropriation Ledger	3 years if audited	Paper	
	<i>Record generated by accounting system showing budgeted appropriations and actual expenditures/expense by appropriation account code. Includes amount, fund, date, encumbrance amount, unencumbered balance, amount of disbursement</i>			
1050	Audit Reports	Permanent	Paper	X
	<i>Biennial report documenting the Library's financial condition providing an auditor's opinion on the fair presentation of the financial statements.</i>			
1060	Bank Deposit Receipts, Statements and Cancelled Checks, Collateralization Statements	3 years if audited	Paper	
	<i>Records show proof of deposit at a financial institute. Statements are provided by financial institutions on a monthly or quarterly basis and document all activity in the Library's bank accounts</i>			
1070	Banking Records	Until superseded and audited	Paper	
	<i>Records document an agreement with a financial institution to serve as a depository for public funds and that the Library's deposits at various financial institutions are secured in accordance with the Ohio Revised Code. For example: Depository agreements, signature cards, collateral statements</i>			
1080	Bids Successful Capital Improvements	17 years after expiration	Paper	
	<i>Formal bid packet submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.</i>			
1090	Bids Unsuccessful Capital Improvements	3 years if audited	Paper	
	<i>Formal bid packet submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.</i>			
1100	Board Member Appointment Files	Until no longer serving	Paper	
	<i>These documents relate to the appointment of Trustees to the Library Board</i>			

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1110	<b>Board Minutes Record Book &amp; Exhibits</b>	<b>Permanent</b>	<b>Paper</b>	<b>X</b>
	<i>Records documenting the proceedings at Library Board meetings including all formal action taken by the Board of Trustees</i>			
1120	<b>Board Packets</b>	<b>5 years if audited</b>	<b>Paper</b>	
	<i>Include agenda, prior month's minutes draft, relative attachments and Director, Assistant Director, personnel, fiscal and committee reports; circulation statistics, and any other reports, or materials provided to the Board or distributed at the Board meeting.</i>			
1130	<b>Board Policy Files</b>	<b>Permanent until superceded</b>	<b>Paper</b>	<b>X</b>
	<i>Record of Library policies which have been formally adopted by the Board of Trustees</i>			
1140	<b>Board Policy Files</b>	<b>Permanent until superceded</b>	<b>Electronic</b>	
	<i>Record of Library policies which have been formally adopted by the Board of Trustees</i>			
1150	<b>Book Inventories</b>	<b>Until superseded</b>	<b>Electronic</b>	
1160	<b>Budgets (Annual)</b>	<b>10 years if audited</b>	<b>Paper</b>	
	<i>Record forecasts revenues and allocates expenditures for the next fiscal year as filed with the County Budget Commission. Include temporary and permanent appropriations, year end balances, budget requests, certification of resources and Certificate of Appropriations and any ammendments</i>			
1170	<b>Building Inspections/Certificates/Reports/Tests</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>Records of inspections routinely done by staff, reports submitted by vendors, equipment inspection reports and certificates. Includes elevator inspections and certificates, backflow and fire sprinkler tests</i>			
1180	<b>Building Permits</b>	<b>Until project completed</b>	<b>Paper</b>	
1190	<b>Calendars</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>Meeting room schedule calendars, employee calendars, scheduling calendars</i>			
1200	<b>Calendars</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>Meeting room schedule calendars, employee calendars, scheduling calendars</i>			
1210	<b>Capital Outlay and Real Property Records</b>	<b>5 years after asset is sold or destroyed</b>	<b>Paper</b>	
	<i>Records document capital expenditures and may contain contracts, invoices, bid packets, proposals, and other related records. Records also document construction and improvements to buildings and may include blue prints and building plans</i>			
1220	<b>Cash Journals</b>	<b>3 years if audited</b>	<b>Paper</b>	
	<i>Records provide a chronological listing of all cash transactions including amount, date, check number, account code, purchase order number</i>			
1230	<b>Cash Register Tapes and Logs</b>	<b>Until audited</b>	<b>Paper</b>	
	<i>Generated by individual libraries showing daily receipts. Tapes sent in daily to be totaled by business office for bank deposits; logs remain in library until year end</i>			

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1240	<b>Certificates of Insurance</b>	<b>Until superseded or vendor relationship terminated</b>	<b>Paper</b>	
	<i>Copies of a contractor's proof of Workers Compensation Insurance and liability insurance. Required if contractor/employees working on library property.</i>			
1250	<b>Check Registers (financial and payroll)</b>	<b>3 years if audited</b>	<b>Paper</b>	
	<i>Record generated by accounting system providing a list of all checks written; includes check number, date, amount, and payee.</i>			
1260	<b>Circulation, Patron Records</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>These records document number and type of items checked out and returned, also fines incurred and paid, and items requested by patrons.</i>			
1270	<b>Circulation, Patron Records</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>These records document number and type of items checked out and returned, also fines incurred and paid, and items requested by patrons.</i>			
1280	<b>Claims and Litigation Records</b>	<b>5 years after case if closed and appeals exhausted</b>	<b>Paper</b>	
	<i>Documentation related to lawsuits and other legal action or proceedings.</i>			
1290	<b>COBRA Records</b>	<b>6 years</b>	<b>Paper</b>	
	<i>These records include dates of notices sent to eligible employees and other records from the library's TPA</i>			
1300	<b>Computer Back Ups</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>Daily, monthly back-ups; superseded when new one created</i>			
1310	<b>Computer Booking Logs</b>	<b>Daily</b>	<b>Paper</b>	
	<i>Record documents patrons that requested use of a public computer</i>			
1320	<b>Contest Entry Forms/Summer Reading Logs</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>These records are used to award prizes for contests. The form may include names, contact information and be used to accompany contestant entries.</i>			
1330	<b>Contracts - Other than construction</b>	<b>5 years after expiration</b>	<b>Paper</b>	
	<i>These records document an agreement between the Library and a third party such as vendors, program performers or others.</i>			
1340	<b>Correspondence – (Executive)</b>	<b>1 year</b>	<b>Paper</b>	<b>X</b>
	<i>These records document correspondence concerning library policies, programs, fiscal and personnel matters</i>			
1350	<b>Correspondence – (Executive)</b>	<b>1 year</b>	<b>Electronic</b>	
	<i>These records document correspondence concerning library policies, programs, fiscal and personnel matters</i>			
1360	<b>Correspondence – (General)</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>Includes internal correspondence letters, memos, weekly updates, departmental meeting agendas and minutes. This correspondence is informative, it does not attempt to influence agency policy.</i>			
1370	<b>Correspondence – (General)</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>Includes internal correspondence letters, memos weekly updates, departmental meeting agendas and minutes. This correspondence is informative, it does not attempt to influence agency policy.</i>			

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1380	<b>Correspondence – (Routine)</b> <i>Referral letters, requests for routine information or publications provided to the public and other miscellaneous inquiries.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1390	<b>Correspondence – (Routine)</b> <i>Referral letters, requests for routine information or publications provided to the public and other miscellaneous inquiries.</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1400	<b>Correspondence – (Transitory)</b> <i>May include telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1410	<b>Correspondence – (Transitory)</b> <i>May include telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1420	<b>Court ordered deductions and garnishments</b> <i>Records include formal orders for wage garnishments such as for delinquent taxes or child support</i>	<b>2 years after termination or order rescinded</b>	<b>Paper</b>	
1425	<b>Credit applications</b> <i>Applications submitted for credit approval for library accounts.</i>	<b>2 years after account closed</b>	<b>Paper</b>	
1430	<b>Delivery Route Logs</b> <i>These records document the library's delivery van route. They may include stops, dates, times, and odometer readings</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1440	<b>Department Budgets</b> <i>These records include budgeting tools used to allocate the approved budget to various departments</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1450	<b>Department Files</b> <i>These records are kept by the supervisor for department related purposes. These may include correspondence, informal time off requests, documentation to be used in evaluations, work schedules and employee telephone lists. These records are temporary in nature, though some will contain information incorporated into documents for employee personnel files.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1460	<b>Department Reports</b> <i>These records include information from staff, supervisors, and managers of temporary nature; may contain information more formally incorporated into other reports or files.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1470	<b>Department Reports</b> <i>These records include information from staff, supervisors, and managers of temporary nature; may contain information more formally incorporated into other reports or files.</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1480	<b>E-Rate Records</b> <i>Documents include required application forms and supporting documents (Technology Plan) for Schools and Libraries Program</i>	<b>10 years</b>	<b>Paper</b>	
1485	<b>Emergency and Safety Plan Documents</b> <i>Documents include building Emergency Action Plans and Maps; Disaster Preparedness Response Plans and General Emergency Response Plans</i>	<b>Until superseded</b>	<b>Paper/ Electronic</b>	
1490	<b>Emergency Contact Forms</b> <i>Records provide vital contact information for any employee in the event of an emergency</i>	<b>Until superseded or employee termination</b>	<b>Paper</b>	

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1500	<b>Employee Health and Welfare policies, plans and records</b>	<b>5 years after expired provided audited.</b>	Paper	
	<i>Records document insurance policies and other fringe benefits that the Library has offered for employee benefits. May include health, dental, life insurance and voluntary benefit policies; flexible spending deductions and 125 plans.</i>			
1510	<b>Employee Hiring Procedure Forms</b>	<b>Until of no administrative value</b>	Paper	
	<i>Documents completed by a new employee or their supervisor, used by various departments to document hiring process.</i>			
1520	<b>Employee History Record</b>	<b>Permanent</b>	Paper	
	<i>Record of employment, hire date, promotions, raises, termination date, etc.</i>			
1530	<b>Employee Medical Records</b>	<b>10 years after termination</b>	Paper	
	<i>These records include extended medical leave requests including Family Medical Leave, doctor's release to work certificates and other documents related to employee medical issues.</i>			
1540	<b>Employee Personnel Policy Manual</b>	<b>Until superseded</b>	Paper	
	<i>Documents all personnel policies as enacted by library board.</i>			
1550	<b>Employee Personnel Policy Manual</b>	<b>Until superseded</b>	Electronic	
	<i>Documents all personnel policies as enacted by library board.</i>			
1560	<b>Employee Personnel Files</b>	<b>10 years after termination</b>	Paper	
	<i>Records include hire letters, job descriptions, employment application, change in status or compensation, performance reviews, continuing education and seminar attendance, certifications for professional staff, and other human resource related transactions.</i>			
1570	<b>Employee Personnel Files</b>	<b>10 years after termination</b>	Electronic	
	<i>Records include hire letters, job descriptions, employment application, change in status or compensation, performance reviews, continuing education and seminar attendance, certifications for professional staff, and other human resource related transactions.</i>			
1580	<b>Employee Safety Records</b>	<b>5 years</b>	Paper	
	<i>These records include annual and semi-annual reports sent to the State of Ohio Risk Reduction Program and the Geauga Safety Council, and the logs kept to complete these reports.</i>			
1585	<b>Employment Verification Forms</b>	<b>Until of no administrative value</b>	Paper	
	<i>Information requested by outside organizations to verify employment or income of current or former employees</i>			
1590	<b>Employee Withholding Requests including W-4 and State withholding</b>	<b>Until replaced or revoked by employee or employment terminated</b>	Paper	
	<i>These records consist of signed federal, state, and local tax withholding forms. They may also include forms authorizing direct deposit of pay, deductions for charitable donations or private savings plans.</i>			
1600	<b>Employee Work Schedule</b>	<b>Until of no administrative value</b>	Paper	
	<i>Employee department work schedules</i>			
1610	<b>Employee Work Schedule</b>	<b>Until of no administrative value</b>	Electronic	
	<i>Employee department work schedules</i>			
1620	<b>Employment applications, resumes - unsuccessful</b>	<b>2 years if not hired</b>	Paper	
	<i>Applications that were submitted for a posted position but did not result in employment</i>			

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1630	<b>Financial Reports (monthly)</b> <i>These records generated by the accounting system, include: fund and bank reports, monthly expense and revenue, open purchase orders, appropriation reports, etc.</i>	<b>3 years, if audited</b>	<b>Paper</b>	
1640	<b>Forms (Blank)</b> <i>These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1650	<b>Forms (Blank)</b> <i>These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1660	<b>Grant Files</b> <i>These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant related paper work.</i>	<b>5 years, provided audited</b>	<b>Paper</b>	
1665	<b>Hazardous Waste Disposal Records</b> <i>These records document the receipt, shipment, and disposal of hazardous waste.</i>	<b>5 years</b>	<b>Paper</b>	
1670	<b>HIPPA Certificate Reports</b> <i>These records include dates and names of employees sent notices and other records from the library's administrator</i>	<b>6 years</b>	<b>Paper</b>	
1680	<b>Historical Library Documents</b> <i>These records document the history of the Library System. These files may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.</i>	<b>Permanent</b>	<b>Paper</b>	<b>X</b>
1690	<b>I-9 form</b> <i>Federal I-9 forms which document verification by employers of employee identity and immigration status</i>	<b>3 years after hire or 1 year after termination, whichever is later</b>	<b>Paper</b>	
1700	<b>Insurance Plan Applications (Employee)</b> <i>These records include applications for employee benefits</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1710	<b>Insurance Policies and Bonds</b> <i>Document insurance policies that the Library has purchased or any claims against those policies and bonds required for business office staff liability. Such policies may cover library property, library vehicles, or general liability.</i>	<b>5 years after expired provided audited and claims settled</b>	<b>Paper</b>	
1720	<b>Interlibrary Loan Records</b> <i>These records document items requested by a patron and loaning and receiving library information</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1730	<b>Interlibrary Loan Records</b> <i>These records document items requested by a patron and loaning and receiving library information</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1740	<b>Inventories</b> <i>Records provide information about capital expenditures such as property description, purchase price, date of purchase, serial number, etc.</i>	<b>Until Superseded</b>	<b>Electronic</b>	
1750	<b>Inventories</b> <i>Records provide information about capital expenditures such as property description, purchase price, date of purchase, serial number, etc.</i>	<b>Until Superseded</b>	<b>Paper</b>	
1760	<b>Investment Records</b> <i>Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.</i>	<b>3 years if audited</b>	<b>Paper</b>	

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1770	<b>Invoices and Vouchers</b> <i>Records indicate an exchange of goods or services between the Library and a vendor and document payments made to vendors.</i>	<b>3 years if audited</b>	Paper	
1780	<b>Job Descriptions</b> <i>Record documents the classification, duties, and responsibilities of a particular position</i>	<b>Until superseded or classification abolished</b>	Paper	
1790	<b>Job Descriptions</b> <i>Record documents the classification, duties, and responsibilities of a particular position</i>	<b>Until superseded or classification abolished</b>	Electronic	
1800	<b>Key Logs</b> <i>These records manage the inventory and distribution of library and vehicle keys</i>	<b>Until of no administrative value</b>	Paper	
1810	<b>Leases - (equipment &amp; property)</b> <i>These records document any leases of equipment or property</i>	<b>5 years after expiration</b>	Paper	
1820	<b>Leave record and balance (annual)</b> <i>Records generated by payroll accounting system, document, by employee, leave used and any balance remaining for sick, vacation and personal leave.</i>	<b>75 years</b>	Paper	
1830	<b>Legal Opinions</b> <i>Legal document stating the reasons for a judicial opinion as requested by Library</i>	<b>10 years provided audited</b>	Paper	X
1840	<b>Levy Files</b> <i>Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies.</i>	<b>Life of levy plus 5 years</b>	Paper	X
1850	<b>Library Card Applications</b> <i>Record of a patron request for library card</i>	<b>Until of no administrative value</b>	Paper	
1860	<b>Library Publications</b> <i>Documents published and distributed by the library to employees and the public for information purposes</i>	<b>Until of no administrative value</b>	Paper	X
1870	<b>Library Publications</b> <i>Documents published and distributed by the library to employees and the public for information purposes</i>	<b>Until of no administrative value</b>	Electronic	
1880	<b>Mailing Lists</b>	<b>Until of no administrative value</b>	Paper	
1890	<b>Mailing Lists</b>	<b>Until of no administrative value</b>	Electronic	
1900	<b>Material Delivery Service Daily Count Sheets</b> <i>Log count of bags of materials delivered and sent through state delivery system</i>	<b>Until of no administrative value</b>	Paper	
1910	<b>Medicare (CMS) Records</b> <i>These records include information requested and sent to the Centers for Medicare and Medicaid Services and notices sent to employees</i>	<b>6 years</b>	Paper	
1920	<b>Meeting Records - Internal</b> <i>Records of meetings consisting of primarily library staff. May be regularly scheduled meetings such as Manager's, Youth Services, etc. or ad hoc committee meetings, such as Staff Development Day committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records</i>	<b>Until of no administrative value</b>	Paper	

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1930	<b>Meeting Records - Internal</b> <i>Records of meetings consisting of primarily library staff. May be regularly scheduled meetings such as Manager's, Youth Services, etc. or ad hoc committee meetings, such as Staff Development Day committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1940	<b>Meeting Room Requests</b> <i>Record of an organization's or individual's request for use of library meeting room. Includes name, reason for meeting and dates/times requested.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1950	<b>Meeting Room Requests</b> <i>Record of an organization's or individual's request for use of library meeting room. Includes name, reason for meeting and dates/times requested.</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1960	<b>News Releases &amp; Meeting Notices</b> <i>May include announcements and stories on library operations, services and programs and notices of open meetings, which are issued to print, radio and digital media outlets</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
1970	<b>News Releases &amp; Meeting Notices</b> <i>May include announcements and stories on library operations, services and programs and notices of open meetings, which are issued to print, radio and digital media outlets</i>	<b>Until of no administrative value</b>	<b>Paper</b>	<b>X</b>
1980	<b>Operating Procedures</b> <i>These records provide guidelines and instruction on how to handle a specific situation or perform routine tasks within the library</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
1990	<b>Operating Procedures</b> <i>These records provide guidelines and instruction on how to handle a specific situation or perform routine tasks within the library</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
2000	<b>OPERS Independent Contractor Acknowledgment (Form PEDACKN)</b> <i>Required by OPERS for all independent contractors or other individuals not paid as a public employee.</i>	<b>5 years</b>	<b>Paper</b>	
2010	<b>OPERS Records</b> <i>These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employee Retirement System.</i>	<b>75 years</b>	<b>Paper</b>	
2020	<b>Outreach Files</b> <i>These records include applications and information about outreach patrons and their book requests. Also includes information for the Amish Book School Program, schools and teachers.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
2030	<b>Patron Collection and Bankruptcy Records</b> <i>Records of patron accounts sent for collection and patron bankruptcy notices and records</i>	<b>5 years</b>	<b>Paper</b>	
2040	<b>Patron Collection and Bankruptcy Records</b> <i>Records of patron accounts sent for collection and patron bankruptcy notices and records</i>	<b>5 years</b>	<b>Electronic</b>	
2050	<b>Patron Notice Records</b> <i>Record of patron overdue/fine notices created by Library's Integrated Library System and transmitted to outside vendor</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	



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2070	<b>Patron Requests</b> <i>These records document research or requests from patrons. Requests may include items from other libraries, documents, genealogical information and requests for items to be added to the library</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	
2080	<b>Payroll Reports (quarterly)</b> <i>Records generated by payroll accounting system, document leave accrued and balances, deductions, fringe benefits, and attendance records</i>	<b>Until incorporated in year end reports</b>	<b>Paper</b>	
2090	<b>Payroll Journal/Ledgers (per pay period)</b> <i>Records generated by payroll accounting system, document number of hours worked, gross pay and withholding for each employee generated by payroll accounting system each pay period.</i>	<b>5 years, if audited</b>	<b>Paper</b>	
2100	<b>Payroll Reports (Year End) - Employee Annual Summary and Employee Accrues</b> <i>An annual record generated by payroll accounting system, documenting the gross pay and withholdings for each pay period by employee and paid time off used and accrued.</i>	<b>75 years</b>	<b>Paper</b>	
2110	<b>Payroll Withholding Records</b> <i>Document miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as local credit union, child support or flexible spending accounts. Documents may include reports of amounts withheld and receipt from entity for payment.</i>	<b>7 years if audited</b>	<b>Paper</b>	
2120	<b>Payroll Schedule (yearly listing)</b> <i>Document is a yearly list of pay periods and corresponding check dates</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
2130	<b>Payroll Tax Records</b> <i>Records that document that payroll withholdings that have been reported and remitted to the appropriate taxing authority. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS</i>	<b>7 years</b>	<b>Paper</b>	
2140	<b>Personnel Studies</b> <i>Reports from outside vendors on personnel issues for example: benchmark studies including compensation and classification studies</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
2150	<b>Petty Cash Records</b> <i>Records provide documentation of expenditures from the library petty cash fund.</i>	<b>3 years if audited</b>	<b>Paper</b>	
2160	<b>Photo release form</b> <i>Form used to give permission for the library to use patron's photographs to promote the services of the library.</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
2170	<b>Prevailing Wage Documents</b> <i>Records include payroll reports filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance</i>	<b>5 years if audited</b>	<b>Paper</b>	
2180	<b>Program Attendance Form</b> <i>Form used by patrons or library employees to register for library programs</i>	<b>Until of no administrative value</b>	<b>Paper</b>	
2190	<b>Program Attendance Form</b> <i>Form used by patrons or library employees to register for library programs</i>	<b>Until of no administrative value</b>	<b>Electronic</b>	

RC-2	GEAUGA COUNTY PUBLIC LIBRARY RECORDS RETENTION SCHEDULE			12/15/2016
(1)	(2)	(3)	(4)	(6)
Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by OHS-LGRP
2200	<b>Property Titles, Tax Records</b> <i>These records document the purchase of real property; includes deeds, descriptions and property tax exemptions</i>	<b>5 years after asset is sold or destroyed</b>	Paper	
2210	<b>Purchase Orders, Requisitions</b> <i>Records document that a purchase is authorized by the administration and that funds are available to make the purchase.</i>	<b>3 years if audited</b>	Paper	
2220	<b>Public Records Requests</b> <i>These records document requests for information or public records maintained by the Library and copies of records given in response.</i>	<b>5 years</b>	Paper	
2230	<b>Public Records Requests</b> <i>These records document requests for information or public records maintained by the Library and copies of records given in response.</i>	<b>5 years</b>	Electronic	
2235	<b>Recordings</b> <i>Recordings of conversations or meetings involving Geauga County Public Library employees and/or managers regardless of purpose or recording method used</i>	<b>10 years after termination of employee</b>	Electronic	
2240	<b>Records Retention Documents</b> <i>Record Retention Documents including RC1, RC2 and RC3</i>	<b>Permanent</b>	Paper	
2250	<b>Readers Advisory</b> <i>These documents relate to various library departments' recommendations to patrons and among staff</i>	<b>Until of no administrative value</b>	Paper	
2260	<b>Readers Advisory</b> <i>These documents relate to various library departments' recommendations to patrons and among staff</i>	<b>Until of no administrative value</b>	Electronic	
2265	<b>Request for Proposal</b> <i>These records document the solicitation and vendor response for procurement of a commodity or service. This record series does not include capital asset bids see record #1080 and #1090</i>	<b>5 years</b>	Paper	
2270	<b>Request for Reconsideration of Library Materials</b> <i>These records document a request by a patron or group that the Library discard or reclassify an item in the collection; includes the Library's response.</i>	<b>5 years</b>	Paper	
2280	<b>Server Security Reports, Backup Reports</b> <i>Reports to and from vendors on security and accuracy of server system</i>	<b>Until of no administrative value</b>	Paper	
2290	<b>Sign In Sheets</b> <i>Logs used to track employees, visitors, outside vendors, etc. currently in a library building and for statistical purposes</i>	<b>Until of no administrative value</b>	Paper	
2300	<b>Statistical Reports</b> <i>These records document statistical information including reference services provided by the libraries, circulation statistics, patron use of the library, and employee use of the library's EAP</i>	<b>Until of no administrative value</b>	Paper	
2310	<b>Statistical Reports</b> <i>These records document statistical information including reference services provided by the libraries, circulation statistics, patron use of the library, and employee use of the library's EAP</i>	<b>Until of no administrative value</b>	Electronic	

RC-2	GEAUGA COUNTY PUBLIC LIBRARY RECORDS RETENTION SCHEDULE			12/15/2016
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Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by OHS-LGRP
2320	<b>Survey Reports (Annual Report to the State Library, PLDS, etc.)</b>	<b>4 years</b>	<b>Paper</b>	
	<i>Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation and budgetary information.</i>			
2330	<b>Surveys</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>These records document information collected from patrons or staff on a variety of areas, such as quality of services, types of services, areas for improvement.</i>			
2340	<b>Surveys</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>These records document information collected from patrons or staff on a variety of areas, such as quality of services, types of services, areas for improvement.</i>			
2350	<b>Time Sheets</b>	<b>3 years if audited</b>	<b>Paper</b>	
	<i>Record of employee's hours worked by date and time</i>			
2360	<b>Time Sheets</b>	<b>3 years if audited</b>	<b>Electronic</b>	
	<i>Record of employee's hours worked by date and time</i>			
2370	<b>Training Manuals</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>These documents, composed by various departments, provide guidelines and instruction to train employees in specific jobs or tasks.</i>			
2380	<b>Training Manuals</b>	<b>Until of no administrative value</b>	<b>Electronic</b>	
	<i>These documents, composed by various departments, provide guidelines and instruction to train employees in specific jobs or tasks.</i>			
2390	<b>Travel Expense</b>	<b>3 years if audited</b>	<b>Paper</b>	
	<i>Record of approval by administration for travel expenses incurred including those submitted by employee for reimbursement</i>			
2400	<b>Unemployment Documents</b>	<b>3 years if audited</b>	<b>Paper</b>	
	<i>Records include correspondence with the Ohio Department of Job &amp; Family Services regarding unemployment claims and charges assessed</i>			
2410	<b>Vehicle Records</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>These records document purchase, maintenance, and registration of Library vehicles</i>			
2420	<b>Vendor/Programmer/Contractor Records</b>	<b>5 years</b>	<b>Paper</b>	
	<i>IRS Form 1099, IRS W9 Ohio New Hire Form, Certificates of Insurance, OPERS Independent Contractor Forms, etc.</i>			
2430	<b>Volunteer Files</b>	<b>Until of no administrative value</b>	<b>Paper</b>	
	<i>Document volunteer workers. May include application, contact information, and assignment.</i>			
2440	<b>W-2, W-3 forms</b>	<b>6 years provided audited</b>	<b>Paper</b>	
	<i>These records document employee's annual gross wages and applicable withholdings for the purpose of reporting for income taxes. Also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration</i>			
2450	<b>Workers Compensation Claims</b>	<b>10 years after termination of employment and claim settled</b>	<b>Paper</b>	
	<i>Records include documentation of workplace injury, medical treatment, and compensation paid and correspondence with the Bureau of Workers compensation and the library's TPA and MCO</i>			
2460	<b>1099, 1096 Forms</b>	<b>6 years provided audited</b>	<b>Paper</b>	
	<i>These records report various types of income other than wages, salaries, and tips paid to non-employees. Form 1096 is a summary of information form sent annually to the IRS.</i>			

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Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by OHS-LGRP	
****Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.					