Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems

Adopted by the **Wisconsin Public Records Board**
February 27, 2006

We present a schedule of retention guidelines for public records created by Wisconsin public libraries and library systems.

The schedule is grouped in the following way: introduction; board/governing body materials; administrative files; financial materials; buildings, grounds & equipment; human services files; integrated library system, interlibrary loan & information technology; departmental records; library system/shared system records; and miscellaneous records for a library to add additional record series.

The initial guidelines were presented to the Wisconsin library community via listservs and a presentation at the Wisconsin Library Association conference in October 2005. A month–long public comment period allowed the ad hoc committee to review suggestions and make changes to the proposed schedule. The Wisconsin Public Records Board reviewed the schedule and also made amendments before adopting it February 2006.

The goal is that public libraries and systems will adopt the schedule as is; however, libraries and systems have the option to lengthen any retention period. To adopt a retention period that is shorter than what is stated needs the approval of the Public Records Board.

This ad hoc committee of stakeholders gratefully acknowledges the records retention schedule adopted by the State of Michigan-Dept. of History, Arts and Libraries in January 2005 as the model for this Wisconsin schedule, as well as the guidance and assistance of the Wisconsin Public Records Board.

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GENERAL INFORMATION

I.   Purpose

The purpose of this records retention schedule is to authorize destruction of public library records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record has been photographically reproduced as an original record or converted to optical disc or electronic format pursuant to Wis. Stat. § 16.61 (7).

Any record not covered by this schedule or municipal law shall be retained 7 years unless the record is added by amendment into the ordinance and the shorter time period approved by the state Public Records Board.

II.   Schedule Does Not Require Creation of Records

It is understood that not all libraries may have all the types of records listed in this schedule. This schedule does not require records to be created by libraries. Rather, it provides policy guidance for those records that are created or received by libraries.

III.   Definitions

"Legal Custodian" means the individual responsible for maintaining records pursuant to Wis. Stat. § 19.33.

"Record" has the meaning defined in Wis. Stat. § 19.32 (2).

"Records Series:" The records series is the unit of records analysis. It consists of a group of identical or related records typically used, indexed and/or filed as a unit because they have a common subject or function, and that are evaluated as a unit for retention and disposition scheduling.

IV.   General Provisions

A.   Historical Records-Notification to State Historical Society of Wisconsin
Under Wis. Stat. § 19.21 (4)(a) local government units must notify the State Historical Society of Wisconsin (SHSW) 60 days prior to destroying records. Records designated for permanent retention with the original custodian are not to be destroyed, therefore notification is not applicable. *Notice to SHSW is also required prior to the destruction of any record not listed in this schedule.*

B.   Microfilming or Optical Imaging or Converting to Electronic Formats
Local units of government may keep and preserve public records through the use of microfilm, optical imaging or electronic format providing the microfilm, optical imaging, or electronic format meets applicable standards in Wis. Stat. § 16.61 (7) (microfilm) and 16.61(5) (optical imaging and electronic format); see also Wis. Adm. Code 12.01. Retention periods and estimated costs and benefits of converting records between different media should be considered in deciding which records to microfilm or store in optical disc format. After verification and notification to the State Historical Society, records converted to microfilm, optical imaging, or electronic format should be destroyed. The retention periods identified in this schedule apply to all records regardless of their format or media, including all types of records maintained in electronic format.

C.   Destruction After Request for Inspection
No records requested under Wis. Stat. § 19.35 may be destroyed until after the request is granted or 60 days after the request is denied. If any action is commenced under Wis. Stat. § 19.37, the requested record may not be destroyed until after a court order is issued and all appeals have been completed. See Wis. Stat. § 19.35 (5).

D.   Destruction Pending Litigation
No record subject to pending litigation shall be destroyed until the litigation is resolved.

E.   Destruction Pending Audit
No record subject to pending audit shall be destroyed until completion of the audit.

F.   Review and Approval by Public Records Board
This schedule and the retention periods of less than 7 years have been reviewed and approved by the Public Records Board.

V.   Legend of Terms and Phrases
For each record series identified in the schedule, there is a records series title (titles may not be the exact title used by a library: the schedule requires some interpretation regarding its applicability to a specific library's records), additional description, and sometimes a comment on the administration of this series noted by the words ADM. NOTE, abbreviated for Administrative Note. The retention and disposition of the record series are also specified.

Lastly, the word "confidential" was noted for record series that could compromise patron confidentiality as specified in Wis. Stat. § 43.30 or could contain personally identifiable information about employees as stated in Wis. Stat. § 19.36, limitations upon access and withholdings. It is suggested a library/system discuss all record requests for potentially personally identifiable information with their counsel/municipal attorney before releasing records under the open records law.

Retention Periods
Retention Period is the length of time an office must keep particular records. This is usually expressed in terms of years and may be contingent upon an event date or specification date that triggers the "clock". These are minimum retention periods: there is no absolute requirement to destroy these records at the end of the retention period. Nonetheless, records should be destroyed when the minimum retention period has been met unless a legal, audit, or open records request "hold" has been placed on the records. Obsolete records consume expensive office space and computer storage capacity, and they hinder efficient access and retrieval of current records. Use of the schedule will allow destruction of inactive records when they become obsolete in a timely manner and efficient manner. *If other specific temporary situations occur that requires longer retention of these administrative records longer than specified, libraries may keep the records longer.*

CR refers to creation. Creation retention periods start when a record is created or received.

EVT refers to event. Retention periods tied to event dates do not begin until the event occurs and the retention time period is then triggered. For example, if a records series has a retention period of EVT+1 year and the event is defined as the life of an asset, all records in this category would be retained one year after the asset is sold, scrapped or otherwise taken out of service. Close of contract, termination of employee, and date of receipt are common events.

FIS means the current fiscal year. Therefore FIS+6 years indicates that these records must be retained for the current fiscal year and six complete additional fiscal years. It has been determined that most of the budget related records in this schedule should be retained for at least FIS + 6 years to satisfy any audit requirements. Unlike CR and EVT retention periods, records series identified as FIS are managed in blocks by fiscal year.

PERM means retaining the record forever: permanently. Because of the high costs associated with maintaining records, only a small number of records can be justified as requiring permanent administrative value.

Retention Periods, continued

ACT means active: while the record is being used on a regular basis.

SUP means until the record is superseded by a more current version.

Disposition
Disposition is what happens to the records after the retention period is satisfied. Most record series in the schedule have a disposition of destroy. This suggests that the records can be destroyed without concern for the confidentiality of the materials.

The State Records Center has fact sheets that explain options for destruction of paper and microfilm records.

If a library adopts the Schedule, the Notification of Adoption Form provides a "blanket" waiver of the 60-day notice to the Historical Society in compliance with Wis. Stat. § 19.21, 2003-04. Unless the Historical Society informs the library otherwise, the library may begin record destruction upon acknowledgment of receipt of the form from the Historical Society.

Notice to the State Historical Society is required for any record not listed in this schedule.

VI. To Adopt the Schedule

Libraries are advised to adopt the schedule even though they may not have all the records listed in it. A library may adopt the entire schedule, individual sections, or a modified version. A library may develop a schedule with different retention periods from those listed. For records to be retained less than seven years, the library may not adopt a retention period shorter than that indicated in the schedule without the approval of the Public Records Board. A new schedule, or list of modifications, must be sent with the Notification Form. Specific library records can be listed in Section 9, Miscellaneous Records. An adopted schedule becomes the library's policy on record retention, destruction, and local preservation.

VII. Sources Consulted

Sources from the Wisconsin Public Records Board were consulted in conjunction with this schedule and can be found at http://www.doa.state.wi.us/docs_list.asp?doccatid=7.

VIII.   Table of Contents

Item Number	Series Title	Total Retention	Confidentiality

Sec. 1 BOARD / GOVERNING BODY MATERIALS

001   **Bylaws**   **PERM**

Bylaws state the purpose of the library/system, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library/system.

002   **Policy Manual**   **SUP+2**

Policy manuals may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, Wisconsin public records law (Wis. Stat. § 19.21 - 19.39), and the patron confidentiality law (Wis. Stat. § 43.30), and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board.

ADM. NOTE: Generally a copy of policies and policy changes are kept permanently in the board of trustee (or other governing body) meeting minutes series, usually organized by date.

003   **Annual Reports-to the Board &/or Municipality**   **PERM**

These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library/system over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library/system.

004   **Annual Reports-to the State (Division of Libraries,**   **PERM**
           Technology and Community Learning)

This statistical report is submitted to the state annually, and describes the governing structure of the library/system, its size, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures. These records are preserved permanently to document the institutional memory of the library/system.

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005   Minutes and Meeting Materials   PERM

Meeting minutes and attachments document all matters brought before the governing body (e.g. board of trustees) at meetings. These records document all changes to policies, resolutions, and correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the librarian/director's report, monthly financial/treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. These records are preserved permanently to document the institutional memory of the library/system.

If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed 90 days after the minutes have been approved and published (Wis. Stat. § 19.21(7)).

Sec. 2 ADMINISTRATIVE FILES

006   General Correspondence   CR+2

General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference.

007   Director/Assistant Director's Reports   CR+2

These reports to the governing body summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers.

ADM. NOTE: a copy of the report is usually included in the governing body's meeting records.

008   Subject Files   ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while of interest for ongoing administration.

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009   Meeting Records-Internal Staff   CR+2

These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.

010   Procedures   SUP

Procedures are generally a process or series of steps especially of a practical or mechanical nature involved in a particular form of work. Examples include circulation check out, reference desk procedures, and the like.

011   Planners/Calendars   ACT

These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. ACT = use until no longer current.

012   Donor File—Monetary Donations   CR+3

This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, memorial gifts, etc. Information in the file may include the donor name, contact information, the amount of money donated, and an inventory of the items purchased with the funds, and the name of the person memorialized. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.

013   Donor File—Property Donations   ACT+2

This file contains information about donors of property (such as artwork, furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in these files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include signed deed of gift forms, receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the item is in the possession of the library.

ADM. NOTE: archival deed of gift forms may be filed in a separate series.

014   Grant Files   FIS+4

These files document grants from federal and other sources, from the Library Services Technology Act (LSTA), the Gates Foundation, Universal Service Fund, and any others. The files may include planning session documents, financial materials, meeting notes, the grant application, contracts with builders, files from construction, and final reports. FIS = fiscal year of the close of the granting period.

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015   **Accident Reports/Claims**   **CR+7**

The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises by non-employees. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims. Another series deals with employee injury.

ADM. NOTE: This series may be kept by the governing municipality.

016   **Patron Incident and Disciplinary Files**   **ACT+5**   **CONFIDENTIAL**

These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. ACT = Until date of the last incident involving the patron.

017   **Purchase Request**   **ACT+1**   **CONFIDENTIAL**

These are requests by library patrons for materials they would like to see added to the library collection. The information contained in these files may include patron name and contact information, library card number, and information about the material requested. Follow up materials may also be included, such as the selection committee's decision, ordering information, and correspondence with patron. ACT = date of completion.

018   **Compliments/Complaints/Suggestions**   **ACT+1**

These files document compliments, complaints and suggestions received and actions taken concerning any aspect of the library or its services or staff. ACT = date of completion if action taken.

019   **Request for Reconsideration of Library Materials**   **ACT+6**

These files document a suggestion by a patron or group of people to request the library to discard or reclassify a specific item in the collection and the library's response and action if any. ACT = date of completion.

020   **Strategic Planning—Development Documentation**   **SUP**

These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans. SUP = retain until the subsequent plan is approved.

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021   Strategic Planning—Final Approved Plan   PERM
     This is the final version of the strategic plan that is approved by the library board.

022   Open Records Requests   EVT+1
     This file documents any requests for information or public records, maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information. EVT = date of completion of request.

023   Contracts   EXP+4
     This record series consists of any original contracts that document agreements between the library, vendors, customers, or others. It may also include contracts with Internet service providers, other agencies, library systems or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.

     ADM. NOTE: Some contracts may not have an expiration date.

024   Leases   EXP+4
     This file contains any leases for library buildings or equipment.

025   Legal Opinions   SUP+5
     These files consist of correspondence with the attorney who provided legal counsel to the library. SUP = date superseded or obsolescence of the opinion.

026   Litigation Files   ACT+5
     These files document any litigation to which the library is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

027   Staff/System Newsletters   ACT
     Internal newsletters communicate new policies and procedures and relate important news to employees and/or system members. They are used to disseminate information and promote staff/system cohesion. ACT = until no longer needed for reference.

     ADM. NOTE: Libraries are encouraged to retain newsletters permanently to document the history of the library/system.

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Sec. 3 FINANCIAL MATERIALS

028   **Final Annual Budget**   **FIS+10**

The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs.

ADM. NOTE: These records are the version approved by the governing body, and official copies are generally kept in board meeting packets.

029   **Budget Documentation**   **FIS+5**

These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.

030   **Annual Financial Report/Audit**   **FIS+10**

These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices.

ADM. NOTE: This series may be kept by the governing municipality.

031   **Monthly Financial Reports**   **FIS+4**

These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, investment income, cash receipts, fixed costs, payroll, and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports.

032   **Accounts Payable/Receivable**   **FIS+4**

Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others.

ADM. NOTE: These records may be generated manually or they may be maintained using electronic accounting software. This series may be kept by the governing municipality.

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033   **Journal Entries/General Ledger**   FIS+4

Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.

ADM. NOTE: This series may be kept by the governing municipality.

034   **Balance Sheet**   FIS+4

This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts.

035   **Deposit Slips and Cancelled Checks**   FIS+4

Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made.

036   **Invoices**   FIS+4

These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.

037   **Purchase/Order Records**   FIS+4

This file documents the ordering of goods that are added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger.

038   **Sales Records**   FIS+4

These records document sales, and may identity the item sold, price, and name of purchaser. It does not include cash register receipts.

039   **Cash Receipts**   FIS+4

This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.

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040   **Petty Cash Vouchers**   FIS+4

Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.

041   **Bank Statements and Reconciliation**   FIS+4

These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month.

042   **Annual Inventory and Depreciation Schedules**   FIS+4

This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. Governmental Standards Accounting Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. Items remain on the inventory until their active life has elapsed.

043   **State Tax Returns**   FIS+4

These statements report the taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Wisconsin annually.

ADM. NOTE: This series may be kept by the governing municipality.

044   **Payroll Deduction/Liability Records**   FIS+4   CONFIDENTIAL

These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance.

ADM. NOTE: This series may be kept by the governing municipality.

045   **Insurance Policies**   EXP+6

These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.

ADM. NOTE: This series may be kept by the governing municipality.

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046	**Requests for Bids, Proposals and RFP**	EVT+4	

This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference. EVT = close of contract period.

047	**W-2 Forms**	FIS+4	CONFIDENTIAL

This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes.

ADM. NOTE: This series may be kept by the governing municipality.

048	**Employer Contributions to Retirement Accounts**	FIS+4	

These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds.

ADM. NOTE: This series may be kept by the governing municipality.

049	**Electronic Funds Transfer**	ACT+1	CONFIDENTIAL

This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends.

ADM. NOTE: This series may be kept by the governing municipality.

050	**Payroll Summaries**	FIS+4	

Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports.

ADM. NOTE: This series may be kept by the governing municipality.

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051   Payroll Records   **ACT+5**   **CONFIDENTIAL**
Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. ACT = while individual is employed by the library.

ADM. NOTE: This series may be kept by the governing municipality.

Sec. 4 BUILDINGS, GROUNDS & EQUIPMENT

052   Blueprints/Building Plans/Final Specifications   EVT

Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation.   EVT = life of structure.

ADM. NOTE: The library may want to keep the material for historical purposes after the life of the structure.

053   Licenses and Permits   EXP+1
This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.

054   Inspection Reports   ACT
Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. ACT = until superseded or equipment/building is not owned by the library.

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055   **Hazardous Material Safety Data Sheets**   **ACT+30**

Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. ACT = while the hazardous material being used or stored is on library property.

ADM. NOTE: These records are maintained where they are readily available by employees working with or near the materials.

056   **Security Log**   **CR+3**

The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings.

057   **Surveillance Recordings**   **CR+120 days**

These are visual recordings of activity taking place on library property.

058   **Vehicle Files**   **ACT**

These files record financial and maintenance information about individual vehicles in the library fleet. They may include insurance documents, and fuel/use records. ACT = life of the vehicle.

059   **Mobile Collection Schedule**   **SUP**

These records may include courier routes, stops and scheduled times for each delivery route and the day of the week.

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Sec. 5   HUMAN SERVICES FILES

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060   **Personnel Files**   **ACT+6**   **CONFIDENTIAL**

These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement).   These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library.

ADM. NOTE: When the employee is no longer employed by the library, this series may be kept by the governing municipality.

061   **Interview Materials for Non-Hires**   **EVT+4**   **CONFIDENTIAL**

These files include applications, correspondence, interview notes, and any other material related to the interview process for job candidates who were not hired for an open position. EVT = date of hire.

062   **Open Application Files**   **EVT+180 days**   **CONFIDENTIAL**

Applications for library jobs; some applications may not be solicited. EVT = date of application.

063   **Withholding Forms**   **ACT+5**   **CONFIDENTIAL**

These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations.

ADM. NOTE: This series may be kept by the governing municipality.

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Item Number	Series Title	Total Retention	Confidentiality

064   Health Plan Applications   **SUP+1**   **CONFIDENTIAL**

These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans.

ADM. NOTE: This series may be kept by the governing municipality.

065   Union Membership   **ACT**

These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends

ADM. NOTE: This series may be kept by the governing municipality.

066   I-9 File   **EVT+3**

Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.

ADM. NOTE: This series may be kept by the governing municipality.

067   Staff Work Schedules   **ACT+1**

These records consist of schedules of employee hours in order to provide library services during hours of operation. ACT = until the end of the pay period.

068   Time and Attendance   **CR+5**

Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee.

ADM. NOTE: This series may be kept by the governing municipality.

069   Vacation and Sick Leave Calculator and Report   **FIS+5**

These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period.

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Item Number	Series Title	Total Retention	Confidentiality

070   **Time Off/Vacation Requests**   FIS+1

These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.

071   **Employee Injury Records**   ACT+30   CONFIDENTIAL

These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. OSHA requires any information pertaining to job-related illness and injury to be kept on file for 30 years after the end of the fiscal year in which the event occurred. These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). ACT = while individual is employed by the library.

ADM. NOTE: This series may be kept by the governing municipality.

072   **Grievances**   EVT+5

These files document employee grievances against the library and the resolution of the grievance. EVT = until the grievance is solved.

073   **Union Contract Negotiation Files**   EVT+5

This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract. EVT = date contract is signed into effect.

ADM. NOTE: This series may be kept by the governing municipality.

074   **Workers Disability Compensation Files**   ACT+30   CONFIDENTIAL

These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file. ACT = until the claim is settled.

ADM. NOTE: This series may be kept by the governing municipality.

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Item Number	Series Title	Total Retention	Confidentiality

075   Job Descriptions   **SUP**

These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria.

076   Volunteer/Community Service Files   **ACT**   **CONFIDENTIAL**

These files document volunteer or community service workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the release of employee information, correspondence with program officers, timesheets and schedules. ACT = while the individual is participating in the program and working at the library.

077   Continuing Education & Training   **ACT**

These records document on-going training of employees and may include certification material. ACT = while individual is employed by the library.

Sec. 6   INTEGRATED LIBRARY SYSTEM, ILL & INFORMATION TECHNOLOGY

078   User Accounts   **ACT**

These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. ACT = while the employee is on staff.

079   Confidentiality Form   **ACT**

Records include employee acknowledgement of security-related responsibilities, such as data confidentiality form or employee password security agreements.

080   Logon ID Request Acknowledged by User   **EVT+8**

Records that include an acknowledgement of the user responsibilities, date of such acknowledgement and the logon id requested. EVT = departure of employee.

081   Security Reports   **FIS+3**   **CONFIDENTIAL**

Records may include the following reports and can be in electronic or paper format: daily events, restricted LID log, info-storage violations, info-storage log, data set traces, logging and violations, daily by-pass label processing, resource tracing and violation for all platforms and applications.

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082   Network Usage Logs   FIS+1   CONFIDENTIAL
Logs contain information about the use of network services. Libraries determine which logs contain high-risk records, such as those providing security information about system usage. Maintain logs that track communications considered to be a risk to the agency based on agency operations and the applications affected. The logs may include network operating system logs (such as NT security logging etc.) or other network monitoring (such as intrusion detection devices, modem pool logs, central web cache logs, network flows generated by routers, firewall logs, DHCP logs, e-mail server logs, web servers logs, NT security logs, UNIX system logs, etc). Retain an extended time period if the records are needed to meet other issues, e.g. billing, statistics, etc.

083   Electronic Equipment Inventory   FIS+1
This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff as well as servers, network and telecommunications equipment. The inventory may identify the model number, manufacturer, location, connections, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device. ACT = while equipment is in use.

084   Web/Intranet Files   ACT
These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site. ACT = while current.

085   Library/System Website   ACT
These websites may include online information about services, hours, library events and programs, links to popular reference resources, subscription databases, and provide a gateway to one or more online catalogs. ACT = while website information is current and of use to the public and member libraries and their constituents.

086   Order Records   CR+4
These records document acquisitions to the library collections and track new acquisitions. The records may include order lists, acquisition records, serial records, vendor records, printouts of online purchase, and electronic ordering data on the integrated library system (ILS).

087   Bibliographic Records   ACT
These records contain the basic information about each title in the library collection. They are maintained in a card catalog system and shelf list, or electronically in an ILS. They contain highly structured Machine Readable Catalog (MARC) information including, descriptive cataloging and location information. In an ILS, the records may be linked temporarily to confidential patron information during circulation of library materials. ACT = while a copy of the title is held by the library.

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Item Number	Series Title	Total Retention	Confidentiality

088   **Item Level Record**   **ACT**

These records document each individual copy of any title within the collection. The record consists links to a bibliographic record, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record. ACT = while the library possesses the item.

089   **Authority Files**   **ACT**

These files promote consistency of identifying names and subjects according to established rules in bibliographic records. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). ACT = as long as the file references an item in the collection.

090   **Patron Registration and Application Forms**   **ACT**   **CONFIDENTIAL**

Patron registration and applications contain identifying information for each individual, including contact information, who may borrow materials or use library resources. The forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet. Cards are typically signed and list personal identifying information. ACT = while active as defined by library policies and procedures.

091   **Patron Database**   **ACT**   **CONFIDENTIAL**

Identifying information from the patron registration forms, including a card number, is entered into the ILS. In conjunction with the ILS, patron records identify the items currently borrowed, fines, holds, and special privileges or other information. ACT = until the card expires without renewal and all items are returned and fines paid, per library policy.

092   **Overdue Notices**   **ACT**   **CONFIDENTIAL**

These notices are sent to patrons to remind them to return borrowed items. Notices may be generated manually or automatically by the ILS. ACT = until fines are paid or are written off, per library or system policy.

093   **Library Use Reports**   **CR+1**

These detailed reports summarize acquisition, interlibrary loan activity, catalog and circulation activities.

094   **Online Union Catalogs**   **ACT**

Systems may provide online access to the combined catalogs of member libraries.

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Item Number	Series Title	Total Retention	Confidentiality
095	**Interlibrary Loan Records**	**ACT**	**CONFIDENTIAL**

These records track the request and return of library items with libraries outside the local ILS. The requests may be made manually, but are generally made and filled through a shared automated system. Records indicate when and where the item was sent, when it is due back, and when it was returned. ACT = until the item is received by the lending library.

096	**ILL Requests by Member Libraries-non-ILS**	**ACT+30 days**	**CONFIDENTIAL**

The computer system may include fields for items shipped, unfilled requests, conditional loans, renewal requests, and returns through WISCAT or other non-ILS system. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file. May contain confidential patron information. ACT = until the item is returned.

097	**Interlibrary Loan Requests from Non-Member Libraries**	**ACT+30 days**	**CONFIDENTIAL**

These requests are received in the pending data file of the ILL system. They list the requesting library, title and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the System's ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the System in a loan file. If the request cannot be filled within the System, a note is attached in the reply stating the reason why the item is not currently available. May contain confidential patron information. ACT = until the item is borrowed and returned.

098	**Log of ILL Transactions**	**CR+1**	

This document lists information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.

099	**Monthly ILL Transactions-Borrowing Statistics**	**CR+1**	

These reports summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report may be submitted to the board each month and filed with the board packet.

100	**Monthly Statistics on Items Lent by Member Libraries**	**CR+5**	

These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through WISCAT, OCLC and the ILS ILL system. A copy of this report is submitted to the board each month and is filed with the board packet.

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101   Interlibrary Loan (ILL) Reference Codes   ACT

These documents list ILL codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and System codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc. ACT = while information is current and useful for administration of the program.

102   ILL Periodical Title Requests   FIS+5

This list of periodical titles, date of articles and the number of requests per year is maintained for copyright compliance by the requesting library.

Sec. 7 DEPARTMENTAL RECORDS

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103   Internet, Equipment or Room Use Agreements   ACT   CONFIDENTIAL

These documents are signed by patrons and may include personal or financial identification information or library barcode number. The document establishes that the patron agrees to abide by the library's policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. ACT = Agreements are retained until the patron's registration (see item #90) expires.

104   Computer Use Schedules   EVT   CONFIDENTIAL

These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Reservations and time constraints may be managed by software or via the ILS.   EVT = end of business day.

105   Reference Statistics   ACT

These records document the number of reference inquiries and may include online queries. ACT = while of use to the agency.

106   Reference Requests & Responses   90 days or until no longer needed   CONFIDENTIAL

This series documents research or scholarly requests for information about or access to items within the institution's collections. This series may include requestor's name, address, and telephone number; the nature/explanation of the requests; use/purpose of the requests; date of receipt and completion of the request; staff member handling the request; amount of time spent on handling the request; disposition of the request; and related documentation and correspondence. Transitory or routine correspondence/requests are dealt with in series 90500005 of the State of Wisconsin's "General Records Schedule: Common Records in Wisconsin State Agencies and Local Units of Government". ACT = date of completion.

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Item Number	Series Title	Total Retention	Confidentiality

107   Publicity, Design, and Production Requests   CR+1

These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job.

108   Publicity and Programming Files   CR+1

These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, and evaluation forms. They may also include any contacts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission/consent to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera.

ADM. NOTE: Attendance sheets and reservations that include individuals' names should be destroyed after compilation of statistics for compliance with Wis. Stat. § 43.30. Libraries are encouraged to keep some of these materials permanently, particularly more popular events and/or activities, for an historical perspective.

109   Photographs   ACT

These images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph. ACT = while of value, keep some permanently as part of historical file.

110   Contest Entry Forms   ACT+30 days

These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples. ACT = until determination of the contest winner.

111   Exhibit Files   EVT+1

These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. EVT = until the exhibit closes; a library may decide to keep permanently as part of historical file.

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Item Number	Series Title	Total Retention	Confidentiality

112   Library Publicity and Historical Files   PERM

These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.

113   Library Newsletters   CR+3

These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies.

ADM. NOTE: A library may decide to keep permanently as part of the historical file.

114   Press Releases   ACT

Only the official press release and related topical indexes need to be retained permanently. ACT = while of reference value to the library. Some press releases should be preserved permanently to document the institutional memory of the library.

115   Archival - Donor Files   PERM

These files document the donation of materials to an archival collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

116   Archival – Accession/Deaccession Records   PERM

These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.

117   Archival - Processing Files   PERM

These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.

118   Archival - Finding Aids   ACT

These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection. ACT = while collection is retained.

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Item   **Series Title**   **Total Retention**   **Confidentiality**
Number

Sec. 8 LIBRARY SYSTEMS/SHARED AUTOMATED SYSTEMS RECORDS

ADM. NOTE: This section includes records unique to library systems and shared automated systems in Wisconsin. See the above seven sections for materials related to the governing body, administrative files, financial files, buildings, grounds & equipment, human services files, ILS, ILL, IT, and departmental records.

119   **Plan of Service**   **PERM**

The plan identifies the services that are offered by the library system, and the budget for other services. The system board approves the plan and it must also be approved by DLTCL.

120   **System Advisory Board Meeting Records**   **PERM**

Library system board, advisory committee, and/or membership meeting records document all matters brought before those governing bodies. Records may include an agenda, treasurer's report, minutes, and any committee reports. They also include any supporting documents relating to agenda items.

121   **Membership Lists**   **ACT**

These lists contain contact information for member libraries. ACT = while the information is current.

122   **Materials Collection Records**   **ACT**

These files contain current lists of materials available for circulation. Collections may include professional collections, supplemental materials, AV materials, or rotating collections. The collections may be for general circulation to all member libraries, or may be available to local collections on a rotation basis. ACT = while information is current and useful for reference.

123   **Rotating Collection Inventories**   **ACT**

These records document system-owned materials. Boxed collections of materials rotate from library to library on a monthly basis. Each box contains a copy of the box inventory listing the material description. When the box is returned, all items are checked, broken items are replaced, and the inventory is updated. ACT = while information is current and useful for reference.

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Item Number	Series Title	Total Retention	Confidentiality

124   Materials Circulation Summary   CR+5
This report lists the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.

125   Document Delivery Service Forms   ACT
These forms document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other state, system, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item. ACT = while item is in transit.

126   Delivery and Mobile Collections Schedule   SUP
These records list the courier routes, stops, and times for each delivery route and the day of the week.

127   Training and Workshop Records   ACT+5
These files include materials used to teach workshops such as handouts, electronic presentations, and other documents created by system training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts. ACT = while workshop is included in the curriculum.

128   Workshop Calendars and Flyers   SUP
These materials publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all system directors and are posted on the system website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms.

129   Registration Forms   ACT
These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership. ACT = until attendee completes workshop.

130   Workshop Statistics   CR+3
This summary of training room events may include workshop titles, dates, CEUs granted, number of attendees, revenue received, expenses and the net income. Attendance and income/expense/net profit is totaled monthly and annually according to the system's fiscal year.

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Item Number	**Series Title**	**Total Retention**	**Confidentiality**	
	Sec. 9 MISCELLANEOUS RECORDS			
131				
132				
133				
134				
135				
136				
137				
138				
139				
140				

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Summary of Approved Record Retention Guidelines ● Feb. 27, 2006

Series Number	Series Title	Retention	Confidentiality
001	Bylaws	PERM	
002	Policy Manual	SUP+2	
003	Annual Reports-to the Board &/or Municipality	PERM	
004	Annual Reports-to the State (Division of Libraries, Technology and Community Learning	PERM	
005	Minutes and Meeting Materials	PERM	
006	General Correspondence	CR+2	
007	Director/Assistant Director's Reports	CR+2	
008	Subject Files	ACT+5	
009	Meeting Records-Internal Staff	CR+2	
010	Procedures	SUP	
011	Planners/Calendars	ACT	
012	Donor File-Monetary Donations	CR+3	
013	Donor File-Property Donations	ACT+2	
014	Grant Files	FIS+4	
015	Accident Reports/Claims	CR+7	
016	Patron Incident and Disciplinary Files	ACT+5	CONFIDENTIAL
017	Purchase Request	ACT+1	CONFIDENTIAL
018	Compliments/Complaints/Suggestions	ACT+1	
019	Request for Reconsideration of Library Materials	ACT+6	
020	Strategic Planning-Development Documentation	SUP	
021	Strategic Planning-Final Approved Plan	PERM	
022	Open Records Requests	EVT+1	
023	Contracts	EXP+4	
024	Leases	EXP+4	
025	Legal Opinions	SUP+5	
026	Litigation Files	ACT+5	
027	Staff/System Newsletters	ACT	
028	Final Annual Budget	FIS+10	
029	Budget Documentation	FIS+5	
030	Annual Financial Report/Audit	FIS+10	
031	Monthly Financial Reports	FIS+4	
032	Accounts Payable/Receivable	FIS+4	
033	Journal Entries/General Ledger	FIS+4	
034	Balance Sheet	FIS+4	
035	Deposit Slips and Cancelled Checks	FIS+4	
036	Invoices	FIS+4	
037	Purchase/Order Records	FIS+4	
038	Sales Records	FIS+4	
039	Cash Receipts	FIS+4	
040	Petty Cash Vouchers	FIS+4	
041	Bank Statements and Reconciliation	FIS+4	
042	Annual Inventory and Depreciation Schedules	FIS+4	
043	State Tax Returns	FIS+4	
044	Payroll Deduction/Liability Records	FIS+4	CONFIDENTIAL
045	Insurance Policies	EXP+6	
046	Requests for Bids, Proposals and RFP	EVT+4	
047	W-2 Forms	FIS+4	CONFIDENTIAL

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Series Number	Series Title	Retention	Confidentiality
048	Employer Contributions to Retirement Accounts	FIS+4	
049	Electronic Funds Transfer	ACT+1	CONFIDENTIAL
050	Payroll Summaries	FIS+4	
051	Payroll Records	ACT+5	CONFIDENTIAL
052	Blueprints/Building Plans/Final Specifications	EVT	
053	Licenses and Permits	EXP+1	
054	Inspection Reports	ACT	
055	Hazardous Material Safety Data Sheets	ACT+30	
056	Security Log	CR+3	
057	Surveillance Recordings	CR+120 days	
058	Vehicle Files	ACT	
059	Mobile Collection Schedule	SUP	
060	Personnel Files	ACT+6	CONFIDENTIAL
061	Interview Materials for Non-Hires	EVT+4	CONFIDENTIAL
062	Open Application Files	EVT+180 days	CONFIDENTIAL
063	Withholding Forms	ACT+5	CONFIDENTIAL
064	Health Plan Applications	SUP+1	CONFIDENTIAL
065	Union Membership	ACT	
066	I-9 File	EVT+3	
067	Staff Work Schedules	ACT+1	
068	Time and Attendance	CR+5	
069	Vacation and Sick Leave Calculator and Report	FIS+5	
070	Time Off/Vacation Requests	FIS+1	
071	Employee Injury Records	ACT+30	CONFIDENTIAL
072	Grievances	EVT+5	
073	Union Contract Negotiation Files	EVT+5	
074	Workers Disability Compensation Files	ACT+30	CONFIDENTIAL
075	Job Descriptions	SUP	
076	Volunteer/Community Service Files	ACT	CONFIDENTIAL
077	Continuing Education and Training	ACT	
078	User Accounts	ACT	
079	Confidentiality Form	ACT	
080	Logon ID Request Acknowledged by User	EVT+8	
081	Security Reports	FIS+3	CONFIDENTIAL
082	Network Usage Logs	FIS+1	CONFIDENTIAL
083	Electronic Equipment Inventory	FIS+1	
084	Web/Intranet Files	ACT	
085	Library/System Website	ACT	
086	Order Records	CR+4	
087	Bibliographic Records	ACT	
088	Item Level Record	ACT	
089	Authority Files	ACT	
090	Patron Registration and Application Forms	ACT	CONFIDENTIAL
091	Patron Database	ACT	CONFIDENTIAL
092	Overdue Notices	ACT	CONFIDENTIAL
093	Library Use Reports	CR+1	
094	Online Union Catalogs	ACT	
095	Interlibrary Loan Records	ACT	CONFIDENTIAL
096	ILL Requests by Member Libraries-non-ILS	ACT+0/1	CONFIDENTIAL
097	ILL Requests from Non-Member Libraries	ACT+0/1	CONFIDENTIAL

Key to Retention Periods (numbers represent years unless stated otherwise):
ACT = Active   CR = Creation   EXP = Expiration   FIS = Fiscal Year   SUP = Superseded
EVT = Event   PERM= Permanent

Series Number	Series Title	Retention	Confidentiality
098	Log of ILL Transactions	CR+1	
099	Monthly ILL Transactions-Borrowing Statistics	CR+1	
100	Monthly Statistics on Items Lent by Member Libraries	CR+5	
101	Interlibrary Loan Reference Codes	ACT	
102	ILL Periodical Title Requests	FIS+5	
103	Internet, Equipment or Room Use Agreements	ACT	CONFIDENTIAL
104	Computer Use Schedules	EVT	CONFIDENTIAL
105	Reference Statistics	ACT	
106	Reference Requests & Responses	ACT	CONFIDENTIAL
107	Publicity Design, and Production Requests	CR+1	
108	Publicity and Programming Files	CR+3	
109	Photographs	ACT	
110	Contest Entry Forms	ACT+30 days	
111	Exhibit Files	EVT+3	
112	Library Publicity and Historical Files	PERM	
113	Library Newsletters	CR+3	
114	Press Releases	ACT	
115	Archival-Donor Files	PERM	
116	Archival-Accession/Deaccession Records	PERM	
117	Archival-Processing Files	PERM	
118	Archival-Finding Aids	ACT	
119	Plan of Service	PERM	
120	System Meeting Records	PERM	
121	Membership Lists	ACT	
122	16 mm Film & Video Collection Records	ACT	
123	Rotating Collection Inventories	ACT	
124	Film/Video Circulation Summary	CR+5	
125	Document Delivery Service Forms	ACT	
126	Delivery and Mobile Collections Schedule	SUP	
127	Training and Workshop Records	ACT+5	
128	Workshop Calendars and Flyers	SUP	
129	Registration Forms	ACT	
130	Workshop Statistics	CR+3	

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