

## **HENDRICK HUDSON FREE LIBRARY RECORD RETENTION POLICY**

The Hendrick Hudson Free Library business records are important assets. Records include all documents received, sent or created by employees in connection with Library business, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, or a contract, or something not as obvious, such as a computerized desk calendar, an appointment book, or an instant message.

The law requires HHFL to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject HHFL and its employees to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place HHFL in contempt of court, or seriously disadvantage HHFL in litigation. A retention schedule for these types of records is set forth in the attached Document Retention Schedule.

The Director is responsible for ensuring compliance with this Policy and will coordinate education and training of employees, periodically update this policy and ensure the proper storage of records/documents and their orderly destruction.

*All employees must fully comply with any published records retention or destruction policies and schedules. This Policy applies to all HHFL records, copies, excerpts or summaries of such records, whether retained on site, off-site, in a computer or other device, or otherwise in employees' business or personal files. This Policy also applies without limitation to e-mail and instant messages, and to all HHFL-related documents created by employees regardless of whether created during active employment hours.*

All records shall be retained according to the attached schedule. Any questions about the retention of documents should be referred to the Director.

### **E-mail Policies**

The Director, Business Office Manager, Administrative Assistant and Head of Reference shall retain e-mail/Instant messages according to the attached Document Retention Schedule.

All electronic communication systems as well as all communications and stored information transmitted, received, or contained on HHFL's information systems are the property of HHFL. Employees using this equipment for personal purposes do so at their own risk.

### **Storage**

Active records and records that need to be easily accessible may be stored in HHFL's offices or sent to WLS for off-site storage.

## DOCUMENT RETENTION SCHEDULE

The following table provides the minimum requirements.

Type of Document	Minimum Requirement*
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	6 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications (not hired)	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

\* Records may be maintained in electronic form.

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