

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.

Association libraries are not subject to FOIL requests but respects the public's right to know and will work to come to a positive outcome. More information about this can be found by visiting:
https://henhudfreelibrary.org/wp-content/uploads/2022/08/NYS-FOIL-Requirements-for-Association-Libraries-Handbook-for-Library-Trustees-of-New-York-State_-2018-edition.pdf

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 email/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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