

Niobrara County Library

RECORD RETENTION AND DESTRUCTION POLICY

STATEMENT OF POLICY

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of the Niobrara County Library ("Library") by promoting efficiency and freeing up valuable storage space.

RETENTION SCHEDULE AND ADMINISTRATION

The Library's Record Retention Schedule is set forth in Appendix A (Wyoming State Archives Record Retention, <http://wyoarchives.state.wy.us/index.php/record-retention-schedules>). The Library Director shall administer this Policy. The administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the library; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types in Appendix A will be maintained for the appropriate amount of time. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No director, officer, employee, volunteer or agent of the Library shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Library. During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Administrator shall suspend any further disposal of documents until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

Document Review Dates

Policy Name:	Record Retention and Destruction
Original Date:	January 8, 2018
Revision Date:	
Next Operational Review Date:	2023
Reviewed and Approved By:	County Librarian and Board of Trustees 04/2020

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Patron Management

*Superseded Schedules***90-151** *Patron Record*

ADM-ALM-05

CP

3

Retain 3 years after completion then destroy

No

Buildings, Facilities and Infrastructure Management (BFI)

Building Files

*Superseded Schedules***90-154** *Plans and Specifications for Library Construction*

ADM-BFI-02

LOA

10

Retain for the Life of the Asset then destroy

Yes

Construction Project Files

Superseded Schedules

ADM-BFI-03

LOA

10

Retain for the Life of the Asset then destroy 10 years after that date.

Yes

90-137 *Construction File (excluding plans and specifications)*

Community and Public Relations (COM)

Complaints

*Superseded Schedules***90-136** *Complaints*

ADM-COM-02

CP

1

Retain 1 year after completion then destroy

No

Equipment and Vehicle Management (EVM)

Equipment Files

Superseded Schedules

ADM-EVM-01

LOA

5

Retain 5 years after the Life of the Asset then destroy

No

90-142 *Equipment Inventories*

General Management (GMT)

Agendas

*Superseded Schedules***90-130** *Board Agenda*

ADM-GMT-13

CR

3

Retain 3 years after create date, then destroy

Yes

Correspondence - General

*Superseded Schedules***90-144** *General Correspondence*

ADM-GMT-05

CR

3

Retain 3 years after create date, then destroy

Yes

Publications

*Superseded Schedules***90-150** *Newsletters/Public Fliers*

ADM-GMT-19

CR

5

Retain 5 years after create date, then destroy

Yes

Administration and Business Support (ADM)						
General Management (GMT)						
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes	
<i>Superseded Schedules</i>						
90-127 Annual Report						
Risk Management (RSK)						
Insurance Policies	ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No	
<i>Superseded Schedules</i>						
90-146 Insurance Policies						
Employee Services (EMP)						
Payroll Management (PRL)						
Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No	
<i>Superseded Schedules</i>						
90-149 Monthly Payroll Sheets						
90-152 Payroll Retirement Contribution Report						
90-147 IRS Form W-2						
90-141 Employer's Quarterly Federal Tax Return, Form 941						
Personnel Management (PER)						
Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No	
<i>Superseded Schedules</i>						
90-140 Employee Personnel Records						
Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No	
<i>Superseded Schedules</i>						
90-164 Time Sheets						
Staffing and Recruiting (SAR)						
Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No	
<i>Superseded Schedules</i>						
90-165 Unsuccessful Employment Applications						

Employee Services (EMP)

Staffing and Recruiting (SAR)

Vacancy Announcements

Superseded Schedules

90-157 Position Vacancy Announcements

No

Retain 2 years after completion then destroy

CP 2

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables

Superseded Schedules

No

Retain 7 years after the fiscal year end then destroy

FYE 7

FIN-ACC-09

90-153 Petty Cash Records

90-166 Vouchers

Accounts Receivable and Revenue

Superseded Schedules

No

Retain 7 years after the fiscal year end then destroy

FYE 7

FIN-ACC-12

90-162 Receipts

90-134 Cash Journal

Ledgers - Subsidiary

Superseded Schedules

No

Retain 6 years after the fiscal year end then destroy

FYE 6

FIN-ACC-08

90-148 Ledgers

Reports - Accounting

Superseded Schedules

No

Retain 5 years after the fiscal year end then destroy

FYE 5

FIN-ACC-10

90-160 Quarterly Report of Expenditures from Appropriations

Bank Administration (BNK)

Statements and Reports

Superseded Schedules

No

Retain 5 years after the fiscal year end then destroy

FYE 5

FIN-BNK-04

90-139 Deposit Slips

90-135 Checkbook Stubs

90-133 Cancelled Checks

Financial and Accounting (FIN)				
Bank Administration (BNK)				
Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy
Superseded Schedules				No
90-129 Bank Statements				
90-128 Bank Deposit Record Books				
Budget Management (BUD)				
Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy
Superseded Schedules				No
90-132 Budget (with related records)				
Grant and Scholarship Management (GRM)				
Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy
Superseded Schedules				No
90-145 Grant Records				
Governance and Compliance (GAC)				
Audit, Oversight and Compliance (AOC)				
General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy
Superseded Schedules				Yes
90-161 Quarterly Social Security Reports to Wyoming Retirement System (discontinued)				
Governance (GOV)				
Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently
Superseded Schedules				No
90-131 Board Minutes				
Oaths of Office	GAC-GOV-04	PERM		Retain permanently
Superseded Schedules				No
90-143 Financial Audit Report				
Human Rights Management (HRM)				
Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy
Superseded Schedules				No
90-126 Annual Equal Opportunity Report (EEO-4) and Supporting Data				

Governance and Compliance (GAC)					
Legislation and Regulation Management (LRM)					
General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>Superseded Schedules</i>					
90-163	<i>Rules and Regulations</i>				
Policy and Standards Management (PSM)					
Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>Superseded Schedules</i>					
90-156	<i>Position Descriptions</i>				
90-158	<i>Procedural Statements</i>				
90-155	<i>Policy Statements</i>				
Legal and Judiciary (LGL)					
Contract Management (CTR)					
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>Superseded Schedules</i>					
90-138	<i>Contracts</i>				
Real Property (RPR)					
Land and Easements	LGL-RPR-03	PERM		Retain permanently	No
<i>Superseded Schedules</i>					
90-159	<i>Property Records (Federal non-expendable)</i>				