

# 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

<b>Policy Name:</b>	<b>Record Retention and Destruction</b>
Original Date:	January 8, 2018
Revision Date:	
Next Operational Review Date:	2026
Reviewed and Approved By:	County Librarian and Board of Trustees 09/11/2023

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

**Patron Management** ADM-ALM-05 CP 3 Retain 3 years after completion then destroy No  
*Superseded Schedules*  
 90-151 Patron Record

Buildings, Facilities and Infrastructure Management (BFI)

**Building Files** ADM-BFI-02 LOA 10 Retain for the Life of the Asset then destroy Yes  
*Superseded Schedules*  
 90-154 Plans and Specifications for Library Construction

**Construction Project Files** ADM-BFI-03 LOA 10 Retain for the Life of the Asset then destroy 10 Yes  
*Superseded Schedules*  
 90-137 Construction File (excluding plans and specifications)

Community and Public Relations (COM)

**Complaints** ADM-COM-02 CP 1 Retain 1 year after completion then destroy No  
*Superseded Schedules*  
 90-136 Complaints

Equipment and Vehicle Management (EVM)

**Equipment Files** ADM-EVM-01 LOA 5 Retain 5 years after the Life of the Asset then No  
*Superseded Schedules* destroy  
 90-142 Equipment Inventories

General Management (GMT)

**Agendas** ADM-GMT-13 CR 3 Retain 3 years after create date, then destroy Yes  
*Superseded Schedules*  
 90-130 Board Agenda

**Correspondence - General** ADM-GMT-05 CR 3 Retain 3 years after create date, then destroy Yes  
*Superseded Schedules*  
 90-144 General Correspondence

**Publications** ADM-GMT-19 CR 5 Retain 5 years after create date, then destroy Yes  
*Superseded Schedules*  
 90-150 Newsletters/Public Fliers

**Administration and Business Support (ADM)**

**General Management (GMT)**

**Reports - Annual** ADM-GMT-21 CR 7 Retain 7 years after create date, then destroy Yes  
*Superseded Schedules*  
 90-127 Annual Report

**Risk Management (RSK)**

**Insurance Policies** ADM-RSK-05 EXP 10 Retain 10 years after expiration then destroy No  
*Superseded Schedules*  
 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  
*Superseded Schedules*  
 90-147 IRS Form W-2  
 90-141 Employer's Quarterly Federal Tax Return, Form 941  
 90-152 Payroll Retirement Contribution Report  
 90-149 Monthly Payroll Sheets

**Personnel Management (PER)**

**Personnel Files - Long Term** EMP-PER-22 CP 10 Retain 10 years after separation then destroy No  
*Superseded Schedules*  
 90-140 Employee Personnel Records

**Time and Attendance** EMP-PER-18 CYE 5 Retain 5 years after calendar year end then destroy No  
*Superseded Schedules*  
 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  
*Superseded Schedules*  
 90-165 Unsuccessful Employment Applications

<b>Employee Services (EMP)</b>						
<b>Staffing and Recruiting (SAR)</b>						
<b>Vacancy Announcements</b>	<b>EMP-SAR-06</b>	<b>CP</b>	<b>2</b>	<b>Retain 2 years after completion then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-157</i>	<i>Position Vacancy Announcements</i>					
<b>Financial and Accounting (FIN)</b>						
<b>Accounting Management (ACC)</b>						
<b>Accounts Payables</b>	<b>FIN-ACC-09</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-153</i>	<i>Petty Cash Records</i>					
<i>90-166</i>	<i>Vouchers</i>					
<b>Accounts Receivable and Revenue</b>	<b>FIN-ACC-12</b>	<b>FYE</b>	<b>7</b>	<b>Retain 7 years after the fiscal year end then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-162</i>	<i>Receipts</i>					
<i>90-134</i>	<i>Cash Journal</i>					
<b>Ledgers - Subsidiary</b>	<b>FIN-ACC-08</b>	<b>FYE</b>	<b>6</b>	<b>Retain 6 years after the fiscal year end then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-148</i>	<i>Ledgers</i>					
<b>Reports - Accounting</b>	<b>FIN-ACC-10</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-160</i>	<i>Quarterly Report of Expenditures from Appropriations</i>					
<b>Bank Administration (BNK)</b>						
<b>Statements and Reports</b>	<b>FIN-BNK-04</b>	<b>FYE</b>	<b>5</b>	<b>Retain 5 years after the fiscal year end then destroy</b>	<b>No</b>	
<i>Superseded Schedules</i>						
<i>90-128</i>	<i>Bank Deposit Record Books</i>					
<i>90-135</i>	<i>Checkbook Stubs</i>					
<i>90-133</i>	<i>Cancelled Checks</i>					

## Financial and Accounting (FIN)

## Bank Administration (BNK)

## Statements and Reports

*Superseded Schedules*

90-129 Bank Statements

90-139 Deposit Slips

FIN-BNK-04

FYE 5

Retain 5 years after the fiscal year end then  
destroy

No

## Budget Management (BUD)

## Annual

*Superseded Schedules*

90-132 Budget (with related records)

FIN-BUD-01

FYE 5

Retain 5 years after the fiscal year end then  
destroy

No

## Grant and Scholarship Management (GRM)

## Grant Files

*Superseded Schedules*

90-145 Grant Records

FIN-GRM-01

CP 10

Retain 10 years after completion then destroy

No

## Governance and Compliance (GAC)

## Audit, Oversight and Compliance (AOC)

## General

*Superseded Schedules*

90-161 Quarterly Social Security Reports to Wyoming Retirement System (discontinued)

GAC-AOC-05

CP 5

Retain 5 years after completion then destroy

Yes

## Governance (GOV)

## Minutes, Resolutions, and Ordinances

*Superseded Schedules*

90-131 Board Minutes

GAC-GOV-03

PERM

Retain permanently

No

## Oaths of Office

*Superseded Schedules*

90-143 Financial Audit Report

GAC-GOV-04

PERM

Retain permanently

No

## Human Rights Management (HRM)

## Affirmative Action/EEOC

*Superseded Schedules*

90-126 Annual Equal Opportunity Report (EEO-4) and Supporting Data

GAC-HRM-03

CR 5

Retain 5 years after create date, then destroy

No

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<b>Governance and Compliance (GAC)</b>					
<b>Legislation and Regulation Management (LRM)</b>					
<b>General</b>	<b>GAC-LRM-07</b>	<b>SUP</b>	<b>5</b>	<b>Retain 5 years after superseded then destroy</b>	<b>Yes</b>
<i>Superseded Schedules</i>					
<i>90-163</i>	<i>Rules and Regulations</i>				
<b>Policy and Standards Management (PSM)</b>					
<b>Policies, Procedures and Manuals</b>	<b>GAC-PSM-02</b>	<b>SUP</b>	<b>5</b>	<b>Retain 5 years after superseded then destroy</b>	<b>Yes</b>
<i>Superseded Schedules</i>					
<i>90-156</i>	<i>Position Descriptions</i>				
<i>90-158</i>	<i>Procedural Statements</i>				
<i>90-155</i>	<i>Policy Statements</i>				

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<b>Legal and Judiciary (LGL)</b>					
<b>Contract Management (CTR)</b>					
<b>General</b>	<b>LGL-CTR-04</b>	<b>EXP</b>	<b>10</b>	<b>Retain 10 years after expiration then destroy</b>	<b>No</b>
<i>Superseded Schedules</i>					
<i>90-138</i>	<i>Contracts</i>				
<b>Real Property (RPR)</b>					
<b>Land and Easements</b>	<b>LGL-RPR-03</b>	<b>PERM</b>		<b>Retain permanently</b>	<b>No</b>
<i>Superseded Schedules</i>					
<i>90-159</i>	<i>Property Records (Federal non-expendable)</i>				