



Records Retention

Library Records

In developing this policy on the retention and disposition of the records of the Library, the Library has followed guidance provided by the schedules published in *Records Retention and Disposition Schedule MU-1* by the New York State Archives.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with this policy.

The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.

Incorporation, chartering and registration records:

Retention: Permanent

Determination letter for income tax exemption:

Retention: Permanent

Directory of Public Library System and member libraries, prepared by public library system (member library's copy)

Retention: 0 after superseded or obsolete

Borrowing or loaning records, including interlibrary loan:

Retention: 0 after no longer needed

Catalog of holdings

Continuously updated catalog:

Retention: 0 after superseded or obsolete

Individual title purchase requisition which has been filled or found to be unfillable:

Retention: 1 year

Records documenting selection of books and other library materials:

Retention: 0 after no longer needed

Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision:

Retention: 6 years after last entry

Note: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

Confidentiality

Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the [NYS Committee of Open Government](#)

Business Records and Documents

While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements that New York State Archives recommends libraries follow. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored by the Treasurer of the Board of Trustees.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	6 years
Annual budget	Permanently
Annual Report to NYS	Permanently
Audit reports and financial reviews	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Contracts, mortgages, notes and leases (expired)	6 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds and bills of sale	Permanently
Depreciation Schedules	Permanently
Director's monthly reports	Permanently
Employment applications	3 years
Year-end financial statements	Permanently
Insurance policies (expired)	3 years

Insurance records, current accident reports, claims, policies, etc.	Permanently
Invoices (to customers, from vendors) and credit card statements	6 years
Minutes, bylaws and charter	Permanently
Payroll records and summaries	6 years
Personnel files (terminated employees)	6 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	6 years
Warrant statements	6 years

**Approved by the Board of Trustees December 9, 2008
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