

# SCOTT TOWNSHIP PUBLIC LIBRARY

301 Lindsay Rd.  
Scott Township, PA 15106-4206

Phone: 412.429.5380

Fax: 412.429.5370

WebSite: <http://www.scottlibrary.org>

<b>Title</b>	Document Retention
<b>Policy Number</b>	
<b>Date Approved</b>	March 8, 2010
<b>Amended</b>	
<b>Prepared by</b>	Policy Committee, Dec. 2009

**PURPOSE:** To establish a cohesive plan to:

1. Provide a system for complying with document retention guidelines,
2. Ensure that Scott Township Public Library retains necessary document,
3. Provide for routine destruction of outdate, superfluous material
4. Contribute to money, time and space saving efforts.

Note: These guidelines pertain to documentation created and used to run the library and does not pertain to actual materials which have been cataloged. See the [Collection Development & Management](#) Policy for details related to materials which are part of the collection.

## STATEMENT OF POLICY:

Document that should be retained and the period of retention are listed below. The basic categories are: Financial Documents, Human Resource Document, Miscellaneous Documents. Documents which should be retained permanently are listed at the end. Documents that are not subject to a retention period should be kept only long enough to do the work for which they were generated.



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## 1. Financial Documents

Document	Length of Retention	Notes / Comments
<b><i>Accounts Payable Ledgers and Schedules</i></b>	5 years	Carol Hickman has in electronic format.
<b><i>Audit Reports</i></b>	7 Years	Many keep these records permanently.
<b><i>Bank Reconciliations and Statements</i></b>	7 years and / or until all federal and state audit requirements have been met.	
<b><i>Checks</i></b>	5 years or 4 years after item purchased is no longer owned.	For important payments and purchases.
<b><i>Correspondence</i></b>	<ol style="list-style-type: none"><li>1. Contract claim – 4 years or until potential claim has dissipated.</li><li>2. Potential litigation – 3 years until threat has passed.</li></ol>	Depends on issue in correspondence.
<b><i>Depreciation Schedules</i></b>	While active + 7 years	
<b><i>Expenses and Purchases</i></b>	5 years	Includes: Cash register tapes, account statements, canceled checks, invoices.
<b><i>Gross Receipts</i></b>	7 years	Amounts received from all sources. Includes: cash register tapes, bank deposit slips, receipt books, invoices, credit card charges, and Form 1099-MISC.
<b><i>Year-end Financial Statements</i></b>	7 years (If Audit Report is created by the organization)	



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Document	Length of Retention	Notes / Comments
	<p><b>OR</b></p> <p>Permanently, if no audit is conducted and year-end financial report is used in place of the audit.</p>	

**2. Human Resource Documents**

Document	Length of Retention	Notes / Comments
<i><b>Affirmative Action Plan and Related Information</b></i>	5 years	
<i><b>Age Discrimination in Employment Act</b></i>	Until final disposition of the charge.	Records relating to discrimination charges.
<i><b>Applications for Employment and Resumes – for those not hired.</b></i>	2 years	
<i><b>Unsolicited Application for Employment</b></i>	2 years	
<i><b>EEO Claims</b></i>	While active PLUS 3 years.	
<i><b>EEO Reports</b></i>	As long as current.	
<i><b>Employee Benefit Plans</b></i>		
<i><b>ERISA Records relating to Welfare and Pension Benefits</b></i>	6 years	
<i><b>Employment Tax Records and Returns</b></i>	4 years after the date the tax becomes due or is paid	



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Document	Length of Retention	Notes / Comments
<b><i>Employment Documents Relevant to Discrimination or other Statutory Claims</i></b>	1 year after charge is resolved.	
<b><i>Employment Turn-down</i></b> (Rejection Letters)	2 years after letter is sent.	
<b><i>FMLA Leave Documents</i></b>	3 years after end of leave period.	
<b><i>I-9s</i></b>	3 years from hire date OR 1 year after termination, whichever is later.	
<b><i>Interview Information and Reference Checking Notes</i></b>	1 year after job is filled. 2 years after record is made of References	
<b><i>Job Advertisements and Job requests Made to Agencies</i></b>	1 year after placement of advertisement or request	
<b><i>Job Descriptions</i></b>	2 years after record is made under EPA (Equal Pay Act).	
<b><i>OSHA Logs</i></b>	5 years – OSHA forms 200, 300 & 301. Length of employment +30 years – Legally required medical exams and toxic exposure records.	
<b><i>Personal Medical Information</i></b>	1 year after termination Medical certifications – 3 years	Make sure no medically related information is in the personnel file: Keep in a separate file. Information includes: medical records, physical



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Document	Length of Retention	Notes / Comments
		examinations, workers comp claims, drug and alcohol testing, medical forms requesting health information for insurance purposes.
<b><i>Payroll Records and Summaries</i></b>	3 years from last date of entry 4 years for FICA information 4 years for FUTA information.	
<b><i>Personnel Files</i></b>	7 years	Terminated employees: Should contain employment application, discipline reports, evaluations, salary history, etc.
<b><i>Policies, Guidelines and Employee Handbooks</i></b>	For as long as they are current and at least 3 years after they are outdated.	
<b><i>Recruiting Information</i></b>	1 year after record is made	Advertisements, job postings, interview information, Application for employment when not hired.
<b><i>Retirement and Pension Records</i></b>	6 years after plan discontinues OR permanently	
<b><i>Timesheets</i></b>	7 years	
<b><i>Unemployment Insurance Documents</i></b>	4 years after tax is paid	Quarterly Contribution Report and Employment Report



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## 3. Miscellaneous Documents

<b>Document</b>	<b>Length of Retention</b>	<b>Notes / Comments</b>
<b><i>Contracts</i></b>	4 years after contract term expires	ComDoc.
<b><i>Correspondence – general</i></b>	3 years	
<b><i>Correspondence – legal / important</i></b>	Retain according to the retention requirements for the various topics.	Keep with legal issue file whether lawsuit, insurance claim, etc.
<b><i>Gran applications and Awards</i></b>	Life of grant + 3 years	Grant itself may have separate record-keeping requirements that organization must adhere to. Pittsburgh Foundation Annual Grant.
<b><i>Grant and Contract Reports</i></b>	Life of grant or contract + 3 years	Review grant or contract for any separate record-keeping requirements.
<b><i>Insurance Records, Accident Reports, Claims</i></b>	10 years after resolution.	Workers Compensation Claims: 10 years after close of matter.  Long-term Disability – 10 years after return to work, retirement or death.
<b><i>Insurance Policies (expired)</i></b>	3 years if Claims-Made policy Permanently if Occurrence policy	
<b><i>Internal Audit Reports</i></b>	5 years OR Until resolved + 5 years.	
<b><i>Inventories of Products, Materials, Supplies</i></b>	Most recent 2 inventories and / or until all audit requirements have been met.	



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## 4. Documents that should be kept permanently

Document	Notes / Comments	Location
<b>Charter</b>	Articles of Incorporation	Director's desk along with the official seal.
<b>Minutes</b>		
<b>Bylaws and all Amendments</b>		
<b>Form 990 and any Schedules, OR Form 990-T Exempt Organization Income tax form</b>	Note: This document is subject to the public disclosure regulations for up to 3 years after the due date or the filing date of the return.	
<b>IRS Determination Letter Granting Organization 501 (c) Status.</b>	This document is subject to the public disclosure regulations. To get a copy contact the IRS @ 877-829-5500.	
<b>1023 Application for Tax-Exempt Status &amp; all Supporting Documents</b>	This document is subject to the public disclosure regulations. To get a copy go to: <a href="http://www.irs.gov/pub/irs-pdf/f4506a.pdf">www.irs.gov/pub/irs-pdf/f4506a.pdf</a> .	
<b>Deeds, Mortgages, Notes and Leases</b>		
<b>Sales Tax and Real Estate Tax Exemption documents</b>		

