

Record Retention Schedule for Public Libraries in Kansas

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First publication February 2008

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Introduction

Purpose of this Record Retention Schedule

This Record Retention Schedule was created for CKLS' CE Project Agreement "Managing Paper Files" found online at <http://ceprojects.blogspot.com/2007/12/ii-f-2-001-managing-library-files-name.html> "Managing Paper Files" instructs CKLS members how to organize their paper files, most of which will be in filing cabinets or archived in boxes. This Record Retention Schedule facilitates the grouping together of like files, prescribes how long files should remain active and what to do with files passed that time.

What is a "record series"?

The Table of Contents lists the names of "record series" in this schedule. The **name of each record series** is *not* the name for an individual manila file folder. The name of each record series is the name for a group of manila file folders containing similar information. The following examples demonstrate the relationship between the name of a record series and the names of the file folders in that series.

- "Staff - Personnel" is the record series for the group of folders containing information about library staff. The name on each folder in this the name of the staff member whose records are in that folder. The folders would be arranged alphabetically by staff members' names.
- "Finances – Grants and Foundations" is a record series with information about received grants, potential grants, and organizations (e.g., foundations) that give grants to libraries. File folders containing information about received grants are labeled with the name of the grant followed by the year the grant was received. Folders containing information about potential grants are labeled with the name of the grant. Folders containing information about foundations providing grants to libraries are labeled with the foundation name. Folders in this series are arranged alphabetically by the labels on the folders.

File folders are grouped as "record series" for two reasons.

1. The purpose of the Record Retention Schedule is to state how long papers should be kept, i.e., "Minimum Retention", and what to do with files past their minimum retention date, i.e., "Disposition". Stating minimum retention and disposition for "record series" applies to all the files grouped in that series.
2. Grouping files in record series in file cabinets and archive boxes brings together like files that, because of the different names on the file folders, would otherwise be scattered them over the file cabinets.

Appendix 1

Names on a library's file folders will differ from the names of the record series in this schedule. Linking each file with its correct record series is laborious. **Appendix 1** is intended to help. Look up current file folder names in the left column. The right column reveals the appropriate record series name for that file. The minimum retention and disposition for that record series applies to that file.

Confidential Files

Accidents – Exposure

Reports of employee accidents or injuries involving exposure to toxic substances or blood borne pathogens. These reports can include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. These files are maintained separately from the personnel file. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2).

Minimum Retention: Until employment ends + 30

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Accidents – Non-Exposure

Reports of accidents or injuries involving more than 3 employees, but **not involving** exposure to toxic substances or blood borne pathogens. These reports can include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. These files are maintained separately from the personnel file. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2).

Minimum Retention: Year of event + 7

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Accidents - Reports/Claims

Personal Injury/Property Damage Claim/Incident Reports detail unexpected incidents on the library premises by non-employees. These reports identify the location, witnesses, person(s) injured, type of injury(ies) and/or property damage, and actions to prevent

reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims. Another series deals with employee injury.

Minimum Retention: Current year + 7

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Acquisition – Patron Requests Under Consideration

Patrons' requests for books and magazines subscriptions. The information may include patrons' names and contact information, library card number, and information about the material requested.

Minimum Retention: Completion + 1

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Circulation – Overdue Notices

These notices are sent to patrons to remind them to return borrowed items.

Minimum Retention: Until fines paid or items written off

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Computers – Security Reports

Reports in electronic or paper format of daily events, restricted LID log, info-storage violations, info-storage log, data set traces, logging and violations, daily by-pass label processing, resource tracing and violation for all platforms and applications.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Computers – Network Usage Logs

Logs about the use of network services. Libraries determine which logs contain high-risk records, such as those providing security information about system usage. Maintain logs that track communications considered to be a risk to the agency based on agency operations and the applications affected. The logs may include network operating system logs (such as NT security logging etc.) or other network monitoring (such as intrusion detection devices, modem pool logs, central web cache logs, network flows generated by routers, firewall logs, DHCP logs, e-mail server logs, web servers logs, NT security logs, UNIX system logs, etc). Retain an extended time period if the records are needed to meet other issues, e.g. billing, statistics, etc.

Minimum Retention: Fiscal year + 1

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Computers – Use Schedules

These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Reservations and time constraints may be managed by software or via the ILS.

Minimum Retention: End of business day

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Finances – Employer Contributions to Retirement Accounts

Records for calculating library payments to employee retirement plans. Files may contain forms for reporting gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Finances – Payroll Deduction/Liability Records

Quarterly form 941 to pay the Internal Revenue Service, KPERS enrollments, KPERS Annual Account Statements, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports, the quarterly report, charitable contributions deducted from payroll and employer contributions to employee insurance.

Minimum Retention: Retain until superceded + 1

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Finances – Payroll Direct Deposit Records

Forms authorizing direct deposits of payroll checks in employee bank accounts.

Minimum Retention: Retain until no longer in effect +2

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Finances – Payroll Electronic Funds Transfer

Signed applications and authorization for any funds to be transferred electronically from payroll accounts.

Minimum Retention: Until superseded, voided, or employment ends + 1

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Finances – Payroll Warrant Registers

Monthly listing of warrant checks issued to office employees for payroll purposes.

Minimum Retention: 3 years

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Finances – Payroll Withholding Forms

Federal (e.g., W-2, W-4), state, and local tax withholding forms filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Forms – Contest Entries

These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples.

Minimum Retention: End of contest + 30 days

Disposition: Destroy

Comments: Confidential

Restrictions: None

Date Approved: Approved1

Forms – Equipment Use Agreements

Agreements completed and signed by patrons. Patron are agreeing to abide by the library's policies about the use of specific library equipment. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors.

Minimum Retention: End of use

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Forms – Internet Use Agreements

Internet use agreements completed and signed by patrons. Patron are agreeing to abide by the library's Internet and computer use policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors.

Minimum Retention: Retain until patron's card expires.

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Forms - Patron Registration

Patron registration and applications with personal information for each individual, including contact information, who may borrow materials or use library resources. The forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet. Cards are typically signed and list personal identifying information.

Minimum Retention: While patron remains active

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Forms – Registration for programs

These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership.

Minimum Retention: Until event completion

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Forms – Room Use Agreements

Agreements completed and signed by patrons. Patron are agreeing to abide by the library's policies on the use of specific library rooms. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors.

Minimum Retention: End of use

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Patrons – Incidents and Disciplinary Actions

Letters to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. These files are organized by patron name.

Minimum Retention: Current year + 5

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Interlibrary Loan

These records track the request and return of library items with libraries outside the local ILS. The requests may be made manually, but are generally made and filled through a shared automated system. Records indicate when and where the item was sent, when it is due back, and when it was returned.

Minimum Retention: Until items are returned to lending library

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

ILL – Requests

The computer system may include fields for items shipped, unfilled requests, conditional loans, renewal requests, and returns through WISCAT or other non-ILS system. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file. May contain confidential patron information.

Minimum Retention: Until items are returned + 30 days

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Insurance – Unemployment Insurance Claims

Correspondence, documents, certified mail receipts, worksheets, audit papers related to claims for unemployment insurance.

Minimum Retention: Claim settled + 2

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Insurance – Workers Disability Compensation Claims

Claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Litigation is kept in a separate file.

Minimum Retention: Claim settled + 30

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Open Records Requests

Requests, correspondence, a copy of the information released, and billing information for releasing information or public records of the library following KSA 45-218.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions:

Date Approved: Approved1

Reference – Requests & Responses

This series documents research or scholarly requests for information about or access to items within the institution's collections. This series may include requestor's name, address, and telephone number; the nature/explanation of the requests; use/purpose of the requests; date of receipt and completion of the request; staff member handling the request; amount of time spent on handling the request; disposition of the request; and related documentation and correspondence. Transitory or routine correspondence/requests are dealt with in series 90500005 of the State of Wisconsin's "General Records Schedule: Common Records in Wisconsin State Agencies and Local Units of Government". ACT = date of completion.

Minimum Retention: 90 days

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Staff – Applications Open Files

Applications for library jobs; some applications may not be solicited.

Minimum Retention: Application + 180 days

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Staff – Applications/Interviews for Non-Hires

Solicited applications, correspondence, interview notes, and any other material related to the interview process for job candidates who were not hired for an open position.

Minimum Retention: Date of hire + 3

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Staff – Grievances

Employee grievances against the library and the resolution of the grievance.

Minimum Retention: Resolution of case + 5

Disposition: Archive

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221(a)(11)&(25)

Date Approved: Approved1

Staff – I-9 File

Completed federal I-9 Immigration and Naturalization Service Forms verifying the legal residency or immigration status of all new employees.

Minimum Retention: Hire +3 or termination +1, whichever is later
Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221 (a)(4)

Date Approved: Approved1

Staff – Personnel

Files documenting all related transactions occurring during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans.

Minimum Retention: Until employment ends + 5
Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: KSA 45-221 (a)(4)

Date Approved: Approved1

Staff – Volunteer/Community Service Files

Names and addresses of volunteers, application, background checks, signed forms, assignment locations, hours worked, timesheets, training related to the job, etc.

Minimum Retention: Until volunteering ends
Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Non-Confidential Files

Acquisitions – Under Consideration

Staff proposals for books and magazines subscriptions to order or already ordered.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions:

Date Approved: Approved1

Acquisitions – Vendors

Correspondence, invoices, vouchers, cards, etc. from specific vendors.

Minimum Retention: 5 years.

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Archives – Accession/De-accession

These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Archives - Donors

Documents recording the donation of materials to an archival collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Archives - Finding Aids

These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection.

Minimum Retention: While collection is retained

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Archives – History of the Library

These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Archives - Processing

These files contain information about what is retained or de-accessioned during the processing of each collection that has been accessioned.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Board – Bylaws

Library boards create and amend bylaws to state the purpose of the library/system, establish the structure and responsibilities of the board, and state the manner in which the library should meet regulatory requirements and achieve best practice standards.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Board – Minutes and Meeting Materials

Library board meeting agendas, minutes, and supporting documentation: librarian/director's report, monthly financial/treasurer's reports, circulation reports, budgets, financial audits, committee reports, library flyers, newspaper clippings, or publicity materials. Do not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed 90 days after the minutes have been approved and published.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Building – Building and Grounds Maintenance

Documentation of repairs and other maintenance of the facilities. Does not include work orders or logs.

Minimum Retention: Minor maintenance 3 years. Major maintenance permanently

Disposition: Minor maintenance = Destroy; major maintenance = Archive

Comments:

Restrictions: None

Date Approved: Approved1

Building – Hazardous Material Safety Data Sheets

These files include Hazardous Material Safety Data Sheets on any hazardous material on the premises and information about the distribution to staff. Federal law [OSHA 29 CFR 1910.1200.g] requires giving staff Hazardous Material Safety Data Sheets on any hazardous material on the premises. These sheets include information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information.

Minimum Retention: While used by library + 50

Disposition: Destroy

Comments: Hazardous Material Safety Data Sheets are maintained where they are readily available by employees working with or near the materials.

Restrictions: None

Date Approved: Approved1

Building – Interior

Documents related to current and potential library layout, furnishings, decoration, signage, etc.

Minimum Retention: Retain until updated

Disposition: Archive

Comments: Evaluate for Archives – History of the Library. Offer additional copies to local historical society.

Restrictions: Portions per KSA 45-221 (a)(12)

Date Approved: Approved1

Building – Inspection Reports

Reports by government inspections of fire safety, elevator safety, renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation.

Minimum Retention: Current, until not owned

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Building – Plans/Blueprints/Final Specifications

Plans and blueprints giving specific construction details for buildings, improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation.

Minimum Retention: Retain for use of building

Disposition: Archive

Comments: Evaluate for Archives – History of the Library. Offer additional copies to local historical society.

Restrictions: Portions per KSA 45-221 (a)(12)

Date Approved: Approved1

Catalog – Authority Files

Identifying names and subjects according to established rules in bibliographic records. They are deleted from catalog when there is no longer an item to which it can refer (blind reference).

Minimum Retention: While item is owned by library

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Catalog – Bibliographic Records

Basic information about each title in the library collection in a card catalog.

Minimum Retention: Retain while item is owned

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Catalog – Card Catalogs

Card catalogs contain alphabetical author, title and subject listings. Each individual collection of the library has a shelf list listing all items in that collection by call number.

Minimum Retention: While useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Collections

These files list and possibly describe the collections available to the public and staff in the library. Such descriptions may include lists (i.e., bibliographies) of entire or portions of collections. These records can also include statistics and other information about items weeded from the collections. Bibliographies of collections in other libraries are not included here, but places in “Subjects”. Tutorials on how to weed should be in “Training – Staff”.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Committees

Documents about the establishment, organization, membership, policies, activities and accomplishments of internal, interoffice, and advisory committees.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Computers – Logon ID Request Acknowledged by User

Acknowledgement of the user responsibilities, date of such acknowledgement and the logon id requested.

Minimum Retention: Until employment ends +8

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Computers – User Accounts

Accounts giving library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers.

Minimum Retention: Until employment ends

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Computers – Web/Intranet Files

Library intranet and internet sites. These files may include a site map, a list of content, and who is responsible for the content.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Computers – Website

Online information about services, hours, library events and programs, links to popular reference resources, subscription databases, and provide a gateway to one or more online catalogs.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Correspondence, General

Correspondence (e.g., letters, memos, notes, email) not pertaining to specific projects or cases. This correspondence is often organized chronologically or by correspondents' names. Correspondence pertaining to specific projects or cases should be filed with that project or case file. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference. This file may also include an index to correspondence received and identifying when the topic of correspondence is closed to further action.

Minimum Retention: Current + 2

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Couriers and Bookmobiles

Courier routes, stops and scheduled times for each delivery route and the day of the week. Bookmobile routes, stops and scheduled times.

Minimum Retention: Until superceded

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Donors – Money

Information about donors who made monetary contributions for construction, equipment, special projects, library programs, memorial gifts, etc. Information in the file may include the donor name, contact information, the amount of money donated, and an inventory of

the items purchased with the funds, and the name of the person memorialized. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.

Minimum Retention: While item purchased is owned + 5

Disposition: Destroy

Comments: Evaluate for permanent archive

Restrictions: None

Date Approved: Approved1

Donors – Property

Information about donors who gave property (such as artwork, furniture, computers, etc.). Donors of popular or used books are not in these files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include signed deed of gift forms, receipts for donations, letters of acknowledgment, and supporting documentation.

Minimum Retention: While item is owned + 5

Disposition: Destroy

Comments: Archival deed of gift forms may be filed in a separate series. Evaluate for Archives – History of the Library

Restrictions: None

Date Approved: Approved1

Exhibits

Publicity, descriptions, photographs, and loan agreements of library exhibits and items used for creating these documents.

Minimum Retention: End of event + 1

Disposition: Destroy

Comments: Evaluate for Archive - History of the Library

Restrictions: None

Date Approved: Approved1

Finances – Accounts Payable/Receivable

Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable include

purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable include payments due to the library from governmental entities or from grantors among others.

Minimum Retention: Fiscal year + 5

Disposition: Destroy

Comments: These records may be generated manually or they may be maintained using electronic accounting software.

Restrictions: None

Date Approved: Approved1

Finances – Annual Financial Report/Audit

The report by an outside auditing firm about the library's financial condition and accounting practices of the previous year.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Balance Sheet

Reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Bank Statements and Reconciliation

The bank of each library bank account provides a statement listing all deposits and withdrawals made during the previous calendar month.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finance – Bids, Proposals and RFP

Formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.

Minimum Retention: Contract close + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Bills

Bills for utilities, telephone, Internet Service, etc.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Budget, Approved

Budget approved by the library board forecasting the income and expenditures for the next fiscal year. This file also includes copies of budgets submitted for approval if different from approved budget and budget appeals.

Minimum Retention: Fiscal year + 10

Disposition: Destroy

Comments: These records are the version approved by the governing body, and official copies are generally kept in board meeting packets. Evaluate for Archives – History of the Library.

Restrictions: None

Date Approved: Approved1

Finances – Budget Documentation

Information for preparing the library's budget. This information may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.

Minimum Retention: Retain until audit completion

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Capital Improvement Projects

Correspondence, bids, specifications, plans, drawings, reports, notes, etc about construction projects.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Cash Receipts

Cash register totals tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Contracts

Original contracts between the library, vendors, customers, or others. this file may also include supporting documents related to the contract, and amendments to the contract. ADM. NOTE: Some contracts may not have an expiration date.

Minimum Retention: Expiration + 5

Disposition: Destroy

Comments: Retain until expiration of contract or settlement of court case + 5

Restrictions: None

Date Approved: Approved1

Finances – Deposit Slips and Cancelled Checks

Deposit slips recording money deposited in specific bank accounts and cancelled checks or photocopies of cancelled checks.

Minimum Retention: Fiscal year + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Grants and Foundations

Documents about active grants and potential grants and granting sources (e.g., foundations). Grants would include Library Services Technology Act (LSTA), the Gates Foundation, Universal Service Fund (i.e., E-rate), and foundations providing grants to libraries. Documents about grants can be planning session materials, financial materials, meeting notes, grant applications, contracts with builders, construction information, and final reports.

Minimum Retention: Until grant closes + 4

Disposition: Destroy

Comments: Unfunded grant applications should be kept until no longer useful and then destroyed. Evaluate information about major grants for Archives – History of the Library

Restrictions: None

Date Approved: Approved1

Finances – Journal Entries/General Ledger

Journal entries are revenue and expenditures are entered into the journal from cash receipts, invoices, deposit slips, checks, etc. They are arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.

Minimum Retention: Fiscal year + 5

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Leases and Contracts

Leases for library buildings and equipment.

Minimum Retention: Expiration + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Invoices

Lists of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.

Minimum Retention: Fiscal year + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Monthly Financial Reports

Statistical reports listing the income and expenses for library operations. They may itemize income streams and expenses such as state aid, investment income, cash receipts, fixed costs, payroll, and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Payroll Adjustment Records

Adjustments in payroll accounting with non-personally identifiable information.

Minimum Retention: 3 years

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Payroll Summaries

Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Petty Cash Vouchers

Vouchers authorizing expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – Purchase Orders

Purchase requisitions, purchase orders, packing slips, invoices, correspondence. They are source documents for the journal/general ledger, and accounts payable ledger. The records may also include acquisition records, serial records, vendor records, printouts of online purchases.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Finances – State Tax Returns

Report on taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Kansas annually.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments: These files may be kept by the governing municipality.

Restrictions: None

Date Approved: Approved1

Forms

Blank forms for patron registration, computer use, Internet use agreements, use of

equipment, use of rooms, contests, program registration, etc.

Minimum Retention: End of use

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Friends of the Library

Bylaws, documentation of 501c3 status, names and addresses of current officers and members, informational reports, meeting minutes, correspondence, information about fundraising projects, etc.

Minimum Retention: Retain while useful

Disposition: Destroy or store

Comments: Evaluate for permanent archive

Restrictions: None

Date Approved: Approved1

Hearing and Meeting Transcripts and Recordings

Transcripts, audiotapes, videotapes, notes, minutes, etc. of public hearings and meetings.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments: Evaluate for Archives – History of the Library

Restrictions: None

Date Approved: Approved1

Insurance – Policies

Insurance policies the library has purchased or records of claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.

Minimum Retention: Expired + 6

Disposition: Destroy

Comments: CKLS recommends keeping insurance policies 50 years.

Restrictions: None

Date Approved: Approved1

ILL – Document Delivery Service Forms

Document of ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other state, system, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item.

Minimum Retention: Retain while in transit

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

ILL – Transactions Log

This document lists information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.

Minimum Retention: Current year + 1

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

ILL – Monthly Borrowing Statistics

Monthly reports summarizing the number of items borrowed. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report may be submitted to the board each month and filed with the board packet.

Minimum Retention: Current year + 1

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

ILL – Monthly Lending Statistics

Detailed reports summarizing the number of requests shipped to other libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through KICNET and/or OCLC. A copy of this report is submitted to the board each month and is filed with the board packet.

Minimum Retention: Current year + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

ILL – Reference Codes

List ILL codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and System codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc.

Minimum Retention: Until superceded

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

ILL – Periodical Requests

Periodical titles, date of articles and the number of requests per year is maintained for copyright compliance by the requesting library.

Minimum Retention: Fiscal year + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Legal – Laws

City ordinances, state and federal laws, state and federal legislation related to libraries.

Minimum Retention: Until superceded

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Legal – Licenses and Permits

Legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.

Minimum Retention: Expiration + 1

Disposition: Destroy

Comments: Evaluate for Archive - History of the Library

Restrictions: None

Date Approved: Approved1

Legal – Litigation

Any litigation documentation including depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.

Minimum Retention: Until closed + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Legal – Opinions

Correspondence with attorneys providing legal counsel to the library.

Minimum Retention: Permanent unless superceded; keep superseded 5 years

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Library Use Reports

These detailed reports summarize acquisition, interlibrary loan activity, catalog and circulation activities.

Minimum Retention: Current + 1

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Mailing Lists

Names and addresses of person to whom mail is regularly sent

Minimum Retention: Retain until superceded

Disposition: Destroy

Comments:

Restrictions: KSA 21-3914

Date Approved: Approved1

Memberships of library

Information about library memberships in professional, state and local organizations.

Minimum Retention: Retain while library is a member of organization

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Newsletters

Newsletters created by the local library for internal or public information, regional library systems, or other organizations.

Minimum Retention: Local library newsletters = Current year + 3; all others = retain while useful.

Disposition: Destroy

Comments: Evaluate local library newsletter for Archive – History of the Library

Restrictions: None

Date Approved: Approved1

Organization Charts and Reorganization Studies

Planned and actual changes in organizational structure.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Patrons – Compliments/Complaints/Suggestions

Compliments, complaints and suggestions received and actions taken concerning any aspect of the library or its services or staff.

Minimum Retention: Action + 1

Disposition: Destroy

Comments: When presented at board meetings, compliments, complaints and suggestions become a permanent part of the Board – Minutes and Meeting Materials.

Restrictions: None

Date Approved: Approved1

Planners/Calendars

Electronic or manual planners and calendars tracking an individual staff member's work-related meetings, assignments, and tasks.

Minimum Retention: Current
Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Policies

Library and personnel policies reviewed and approved by the library board. These files can also contain the policies from other libraries and recommended policies.

Minimum Retention: Current + 2
Disposition: Destroy

Comments: Generally a copy of policies and policy changes are kept permanently in the board of trustee (or other governing body) meeting minutes series, usually organized by date.

Restrictions: None

Date Approved: Approved1

Postal Records

Mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.

Minimum Retention: Retain while useful +1
Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Procedures

Instructions on completing library processes such as checking out materials, making ILL request, answering reference questions, opening and closing the library, etc.

Minimum Retention: Current version
Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Programming

Publicity brochures, flyers, press releases, handouts, evaluation forms, photographs, etc. related to specific programs or events. These files also contain contacts (e.g., performer contracts), purchase orders, evaluations, etc. for events.

Minimum Retention: Current + 1

Disposition: Destroy

Comments: Attendance sheets and reservations that include individuals' names should be destroyed after compilation of statistics. Evaluate for Archives – History of the Library.

Restrictions: None

Date Approved: Approved1

Property – Computer Inventory

Inventory listing each computer, software license, and peripheral equipment used by library patrons and staff as well as servers, network and telecommunications equipment. The inventory may identify the model number, manufacturer, location, connections, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device.

Minimum Retention: Fiscal year + 1

Disposition: Destroy

Comments: **CONFIDENTIAL**

Restrictions: None

Date Approved: Approved1

Property – Deeds of Real Estate

Legal documents on the ownership of all library property.

Minimum Retention: Retain until no longer owned

Disposition: Archive

Comments: Retain in Register of Deeds Office

Restrictions: None

Date Approved: Approved1

Property – Equipment Operation

Photocopy logs, check-in and check-out records, etc. for all office equipment.

Minimum Retention: 3 years

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Property – Equipment Ownership and Maintenance

Legal titles, warranties, maintenance logs, etc. for all equipment in the library.

Minimum Retention: Retain for life of equipment

Disposition: Transfer to new owner or destroy

Comments:

Restrictions: None

Date Approved: Approved1

Property – Expendable Property

Receipts and inventories of office supplies, etc.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Property – Non-Expendable Property

List of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. Governmental Standards Accounting

Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. Items remain on the inventory until their active life has elapsed.

Minimum Retention: Fiscal year + 3

Disposition: Destroy

Comments: Keep one inventory of library every 10th year for Archives – History of the Library

Restrictions: None

Date Approved: Approved1

Property – Non-Expendable Property Disposition

Forms and lists of disposed capital equipment

Minimum Retention: 3 years

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Property – Vehicle Maintenance

These files record financial and maintenance information about individual vehicles in the library fleet. They may include insurance documents, and fuel/use records.

Minimum Retention: Retain until ownership ends

Disposition: Transfer to new owner or destroy

Comments:

Restrictions: None

Date Approved: Approved1

Property – Vehicle Use

Fuel and use records.

Minimum Retention: 3 years

Disposition: destroy

Comments:

Restrictions: None

Date Approved: Approved1

Publicity – Presentations and Speeches

Handouts, brochures, etc. for public presentations and speeches about the library.

Minimum Retention: Retain until superceded

Disposition: Destroy

Comments:

Restrictions: Evaluate for Archive - History of the Library.

Date Approved: Approved1

Publicity – Printed

Letters, brochures, etc. about the library. Only the official press release and related topical indexes need to be retained permanently. Some press releases should be preserved permanently to document the institutional memory of the library.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments: Evaluate for Archive - History of the Library

Restrictions: None

Date Approved: Approved1

Publicity – Requests

Requests for marketing or publicity about the library, often for an specific event. Documents may include the location and description of event, library publicity needed, number of copies, library staff providing the publicity, and date of event. These records may also state when the work is completed and sent to the person requesting the job.

Minimum Retention: Current + 1

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Reconsiderations of Library Materials

Requests by patrons or group to discard or reclassify a specific item in the collection and the library's response and action, if any.

Minimum Retention: Completion + 6

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Records Management

Records Retention Schedule, record inventories, index of Archive, etc.

Minimum Retention: Retain until superceded

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Reference – Statistics

These records document the number of reference inquiries and may include online queries.

Minimum Retention: While useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Reports of Director/Assistant Director

Narrative and statistical reports to the library board summarize current issues facing the library.

Minimum Retention: Current + 2

Disposition: Destroy

Comments: A copy of the report is usually included in Board – Minutes and Meeting Materials.

Restrictions: None

Date Approved: Approved1

Reports to the Board &/or Municipality

Documentation of the library's services and finances over the previous year presented to the board for review and approval. This documentation may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, major issues facing the library/system, audits, circulation, administrative, and financial reports.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Reports to the State Library

Statistical report submitted annually to the state annually. This report describes the governing structure of the library/system, size, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Reports to the System

Statistical report is submitted annually to the regional library system annually, and describing the years past activities.

Minimum Retention: Retain while useful

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Rotating Collections

These documents are about the library's participation with providing or receiving rotating collections of the regional library system or other organizations. Such documents can include schedules of rotation, statistics on the number of items borrowed or lent, etc.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Sales

These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts.

Minimum Retention: Fiscal year + 4

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Schedules of Office Activities

Schedules and timelines of work events.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Security Log

Reports about unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings.

Minimum Retention: Current year + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Staff – Applications and Recruitment

Blank applications and recruiting materials.

Minimum Retention: Retain until superceded

Disposition: Destroy

Comments:

Restrictions:

Date Approved: Approved1

Staff – Confidentiality Form

Records include employee acknowledgement of security-related responsibilities, such as data confidentiality form or employee password security agreements.

Minimum Retention: Until employment ends

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Staff – Job Descriptions

Job classification systems and positions and research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria.

Minimum Retention: Until superceded + 3

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Staff – Memberships

Information about staff memberships in professional, state and local organizations.

Minimum Retention: Retain while staff member is a member of the organization

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Staff – Minutes and Meeting Materials

Meeting minutes, agendas, and distribution materials related to staff meetings.

Minimum Retention: Current + 2

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Staff – Time Off/Vacation Requests

Forms requesting time off may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.

Minimum Retention: Fiscal year + 5

Disposition: Destroy

Comments:

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Staff – Time

Time sheets, time cards, attendance reports, absence reports, sign-in and sign-out sheets, etc.

Minimum Retention: 5 years

Disposition: Destroy

Comments:

Restrictions: KSA 45-221(a)(4)

Date Approved: Approved1

Staff – Travel Requests and Authorizations

Employee requests for travel and other activities.

Minimum Retention: Current + 2

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Strategic Plans in Development

Documents outlining the mission and long-term goals for the library.

Minimum Retention: Current plan

Disposition: Archive

Comments: Old plans are permanently archived.

Restrictions: None

Date Approved: Approved1

Strategic Plans, Approved

The final version of the strategic plan approved by the library board.

Minimum Retention: Keep until superseded

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Subjects

Administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files.

Minimum Retention: Active file + 5

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Surveillance Recordings

These are visual recordings of activity taking place on library property.

Minimum Retention: Current year + 120 days

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

System

Plans and information identify the services that are offered by the regional library system, and the budget for other services.

Minimum Retention: Until superceded

Disposition: Archive

Comments:

Restrictions: None

Date Approved: Approved1

Training – Attended

These files record each staff member's participation in specific training events such as workshops or classes. This information would include CEUs and certifications earned.

Minimum Retention: Until employment ends

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Training – Staff

Training materials for staff. This may include presentations and handouts from specific workshops attended by staff.

Minimum Retention: Retain while useful + 5

Disposition: Destroy

Comments: Evaluate for Archive - History of the Library.

Restrictions:

Date Approved: Approved1

Training – Patrons

Handouts and other materials for training patrons about the library, computers, etc. These files may also contain statistics about attendance in classes and the distribution of handouts.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments: Evaluate for adding to Archive - History of the Library.

Restrictions:

Date Approved: Approved1

Training – Opportunities

These materials announce upcoming workshops sponsored by the regional library system and other organizations. These materials may also include information about organizations (e.g., local community colleges) and presenters offering specific training useful to library staff.

Minimum Retention: Retain while useful

Disposition: Destroy

Comments:

Restrictions: None

Date Approved: Approved1

Appendix 1

Current file name	Appropriate record series
... followed by "Activity"	Subjects
... followed by "Book Award"	Subjects
... followed by "Class"	Training – Attended or Training - Opportunities
... followed by "Clipart"	Subjects
... followed by "Conference"	Training - Attended
... followed by "Foundation"	Finances – Grants and Foundations or Donors -
... followed by "Grant"	Finances – Grants and Foundations
... followed by "Policy"	Policies
... followed by "Program"	Programming
... followed by "Report"	Reports...
... followed by "Trust"	Finances – Grants and Foundations or Donors -
... followed by "Workshop"	Training - Attended
1970 – present year followed by a topic	Subjects
Accession records for archives	Archive - Accession/Weeding
Accession records for general collection	Acquisitions – Accessions
Accident reports and claims	Accidents - Reports/Claims
Accounting sheets followed by a year	Finances -
Accounts payable	Finances - Accounts Payable/Receivable
Accounts receivable	Finances - Accounts Payable/Receivable
Acquisition information	Acquisitions or Finances – Purchase Orders
Acquisition reports	Reports on Library Use
Administrative statistics and documentation supporting reports presented to library board or city	Reports to the Board and/or Municipality
ALA	Subjects
Alarm system for fires	Building – Buildings and Grounds Maintenance
American Library Association	Subjects
Annual audit of library's accounts	Finances – Annual Financial Report/Audit
Annual report – the year	Publicity - Printed
Annual state statistical report	Reports to the State Library
Annual system report	Reports to the System
Application forms for library employment (signed forms)	Confid: Staff - Applications Open Files
Application forms for library employment (signed forms)	Forms
Applications for library cards (blank forms)	Forms
Applications for library cards (signed forms)	Confid: Forms - Patron Registration

Applications/interviews of non-hires	Confid: Staff - Applications/Interviews of Non-hires
AR books	Subjects
Archives, finding aids	Archive – Finding Aids
Archives, items added and removed	Archive - Accession/Weeding
Archives, processing information	Archive – Procession Information
Art work	Subjects
Artwork	Subjects
Audio books	Subjects
Audit of library's accounts	Finances – Annual Financial Report/Audit
Author's name	Subjects
Automatic door	Building – Buildings and Grounds Maintenance
Automation project	Subjects
Awards	Subjects
Badges for library staff or patrons	Subjects
Balance sheets	Finances - Balance sheets
Bank deposit slips	Finances - Deposit Slips and Cancelled Checks
Bank statements	Finances - Bank Statements and Reconciliation
Bids	Bids, Proposals, RFPs
Bids on capital improvement projects	Capital Improvement Projects
Blank forms	Forms
Blind & Physically Handicapped	System
Blueprints of building	Building Blueprints, Plans, Specifications
Board of Directors	Board -
Book awards	Subjects
Book care	Subjects
Book reconsideration	Reconsideration of Library Materials
Book repair	Subjects
Book sale information	Subjects
Book selection policy	Policies
Bookmarks or bookmark ideas	Subjects
Bookmobile information	Couriers and Bookmobiles
Bookmobiles	Couriers and Bookmobiles
Books and magazines on order	Finances – Purchase Orders
Brochures about the library	Brochures and Press Releases
Budget documentation	Budget Documentation
Budgets presented at library board meetings	Board - Minutes and Meeting Materials
Budgets, approved	Budgets, Approved
Building blueprints	Building - Blueprints, Plans, Specifications
Building leases	Leases for Real Estate and Capital Equipment
Building maintenance	Building and Grounds Maintenance

Building plans	Building - Blueprints, Plans, Specifications
Bylaws of library board	Board - Bylaws
Calendars	Planners/Calendars
Cancelled checks	Deposit Slips and Cancelled Checks
Capital equipment leases	Leases for Real Estate and Capital Equipment
Capital improvement fund	Finances – Capital Improvement Fund
Capital Improvement Projects	Capital Improvement Projects
Car maintenance	Equipment Ownership and Maintenance
Cartoons	Subjects
Cash drawer vouchers	Finances - Petty Cash
Cash receipts	Finances - Cash Receipts
Cash vouchers	Finances - Petty Cash
Catalog information	Subjects or Catalog -
Catalog records	Catalog – Bibliographic Records
Catalog use reports	Reports on Library Use
Censorship	Subjects
Charitable contributions deducted from payroll	Confid: Finances - Payroll Deduction/Liability
Children’s Summer Library Program	Programming
Christmas	Subjects or Programming
Circulation reports	Reports on Library Use
Circulation reports given at library board meetings	Board - Minutes and Meeting Materials
Circulation statistics and documentation supporting reports presented to library board or city	Reports to the Board and/or Municipality
Citing articles on the Internet	Subjects
City ordinances	Legal - Laws
Claims about accidents	Accidents - Reports/Claims
Classes about computers	Programming
Cleaning CDs and DVDs	Subjects
Clipart	Subjects
Committee membership, policies, activities, establishment, etc	Committees
Community service workers	Confid: Staff - Volunteer/Community Services
Complaints	Patrons - Compliments/Complaints/Suggestions
Compliments	Patrons - Compliments/Complaints/Suggestions
Computer classes attended by	Training – Attended or Training - Staff
Computer classes for patrons	Training - Patrons
Computer mailing lists	Mailing Lists
Computer tutorials	Training – Patrons or Training - Staff

Computer use schedules	Computers - Use Schedules
Computer user accounts	Computers - User Accounts
Computers	Property - Computer Inventory
Confidentiality form	Staff - Confidentiality Form
Contests entry forms (signed)	Confid: Forms – Contest Entries
Contractor’s proposals, bids, etc	Bids, Proposals, RFPs
Contracts	Contracts
Correspondence about specific projects	Place in project file
Correspondence acknowledging monetary donations	Donors – Money
Correspondence acknowledging Property donations	Donors – Property
Correspondence disciplining patrons	Confid: Patrons - Incidents and Disciplinary Actions
Correspondence from specific vendors	Acquisitions - Vendors
Correspondence of public safety	Confid: Patrons - Incidents and Disciplinary Actions
Correspondence on trivial matters	Trash
Correspondence related to purchases	Finances - Purchase Orders
Correspondence requesting info from public library records	Config: Open Records Requests
Correspondence, General	Correspondence, General
Courier information	Couriers and Bookmobiles
Couriers	Couriers and Bookmobiles
Court files	Legal - Litigation
Decorations in library	Subjects
Deed of gift forms signed	Donors – Property
Deeds to Real Estate	Property - Deeds to Real Estate
Deposit slips	Finances - Deposit Slips and Cancelled Checks
Digital camera	Subjects or Property – Non-Expendable
Direct deposit records	Confid: Finances - Payroll Direct Deposit
Director’s reports	Reports of Director/Assistant Director
Disability compensation	Confid: Insurance - Workers Disability Compensation Claims
Disaster plan	Building – Buildings and Grounds Maintenance
Disposing library property	Property - Non-Expendable Property Disposition
Donation of money documents	Donors – Money
Donation of property documents	Donors – Property
Donation policies	Policies
Donor information - Archives	Archive – Donors
Donors of money information	Donor File – Monetary Donations
Donors of property information	Donor File – Property Donations

Door, automatic	Building – Buildings and Grounds Maintenance
Drawings of capital improvement projects	Finances - Capital Improvement Projects
Ebay classes	Training – Patrons
Electronic funds transfer	Confid: Finances - Payroll Electronic Funds Transfer
E-mail addresses of ILL libraries	ILL - Codes
Email, General	Correspondence, General
Employee eligibility verification form (i.e., I-9)	Staff - I-9 Forms
Employee injuries – exposure to toxic substances	Accidents - Exposure
Employee injuries – non-exposure to toxic substances	Accidents – Non-Exposure
Employer contributions to retirement	Finances - Employer Contributions to Retirement Accounts
Employer contributions to to employee insurance	Confid: Finances - Payroll Deduction/Liability
Employment applications (signed forms)	Confid: Staff - Applications Open Files
Employment applications (signed forms)	Forms
Endowment fund	Finances – Grants and Foundations
Equipment in the library	Property – Non-Expendable Property
Equipment leases	Finances - Leases and Contracts
Equipment maintenance	Property - Equipment Ownership and Maintenance
Equipment ownership information	Property - Equipment Ownership and Maintenance
E-rate forms and information	Finances – Grants and Foundations
Evaluations of employees	Staff - Personnel
Evaluations of programming	Programming
Events in library	Programming
Exhibit information/records	Exhibits
Express mail receipts	Postal Records
Financial audit	Finances – Annual Financial Report/Audit
Financial audits presented at library board meetings	Board - Minutes and Meeting Materials
Financial reports given at library board meetings	Board - Minutes and Meeting Materials
Financial reports, monthly	Financial Reports, Monthly
Financial statistics and documentation supporting reports presented to library board or city	Reports to the Board and/or Municipality
Fire alarm system	Building – Buildings and Grounds Maintenance
Flag and flagpole	Building – Buildings and Grounds

	Maintenance
Flyers for workshops	Training - Opportunities
Form 941 quarterly reports	Confid: Finances - Payroll Deduction/Liability
Forms authorizing direct deposits	Confid: Finances - Payroll Direct Deposit
Forms for acceptable use of Internet (blanks)	Forms
Forms for acceptable use of Internet (signed forms)	Confid: Forms - Patron Registration
Forms for confidentiality	Staff - Confidentiality Form
Forms for courier	Couriers and Bookmobiles
Forms for library cards (blank forms)	Forms
Forms for library cards (signed forms)	Confid: Forms - Patron Registration
Forms for programming evaluations	Programming
Forms for removing library materials	Reconsiderations of Library Materials
Forms for time off/vacation requests	Staff - Time Off/Vacation Requests
Forms, blank	Forms
Forms, signed	Confid: Forms -
Foundation information	Finances – Grants and Foundations
Friends of Library information	Friends of Library
Fundraising advice and ideas	Finances – Grants and Foundations
Furniture in library	Building – Interior or Property – Non-Expendable Property
Grant writing advice and ideas	Finances – Grants and Foundations
Grants Information	Finances - Finances – Grants and Foundations
Grievances of employees	Staff - Grievances
Grounds Maintenance	Building - Building and Grounds Maintenance
Hazardous materials	Hazardous Material Safety Data Sheets
Health insurance	Subjects or Insurance - Policies
HeritageQuest	Training – Patrons or Training - Staff
High school information	Subjects
History of library	Archives – History of the Library
I-9 Form Information	Staff - I-9 Files
I-9 Forms	Staff - I-9 Forms
ILDP grants	Finances – Grants and Foundations
ILL codes	ILL - Codes
ILL magazine article requests	ILL - Magazine Requests
ILL monthly borrowing statistics	ILL - Monthly Borrowing Statistics
ILL monthly lending statistics	ILL - Monthly Lending Statistics
ILL policies of other libraries	ILL - Codes
Information referral service	Subjects
Injuries of employees – exposure to toxic substances	Accidents - Exposure
Injuries of employees – non-exposure to	Accidents – Non-Exposure

toxic substances	
Inspection reports	Building - Inspections
Insurance bids	Bids, Proposals, RFPs
Insurance for injuries– exposure to toxic substances	Accidents –Exposure
Insurance for injuries– non- exposure to toxic substances	Accidents – Non-Exposure
Insurance for library property	Insurance - Policies
Insurance, unemployment	Confid: Insurance - Unemployment Insurance Cases
Intergenerational activities	Programming
Interlibrary loan borrowing and lending info	ILL -
Interlibrary loan reports	Reports on Library Use
Interlibrary loan requests	Config: ILL - Requests
Interlibrary loan statistics and documentation supporting reports presented to library board or city	Reports to the Board and/or Municipality
Interlibrary loan transaction log	ILL - Transaction Log
Internet bills	Finance - Bills
Internet censorship	Subjects
Internet citations	Subjects
Internet filters	Subjects
Internet use agreements (signed)	Config: Forms - Internet Use Agreements
Internet use agreements (blank)	Forms
Interviews/applications of non-hires	Confid: Staff - Applications/Interviews of Non-hires
Inventory of computers	Property - Computer Inventory
Inventory of expendable property	Property - Expendable Property
Inventory of items donated	Donors – Property
Inventory of items purchased with donation money	Donors – Money
Inventory of non-expendable property	Property - Non-expendable Property
Invoices	Finances - Purchase Orders
Invoices for received goods and services	Finances - Invoices
Janitor supplies	Building – Buildings and Grounds Maintenance
Job descriptions	Job descriptions
Journal Entries	Journal Entries/General Ledger
Junior Literary Guild	Subjects
Kan-ed	Finances – Grants and Foundations
Kan-guard filter	Subjects
Kansas Arts Commission	Subjects
Kansas Committee for the Humanities	Subjects
Kansas Library Association	Subjects
Kansas Library Catalog information	Subjects

Kansas Library Month	Subjects
Kansas Reads	Subjects
Kansas Tourism	Subjects
Kidstuff	Programming
KLA	Subjects
KPERS Annual Account Statements	Confid: Finances - Payroll Deduction/Liability
KPERS enrollments	Confid: Finances - Payroll Deduction/Liability
Landscaping	Building – Buildings and Grounds Maintenance
Large Print	Subjects or Acquisitions - Vendors
Laws for libraries	Legal - Laws
Leases	Finances - Leases and Contracts
Legal counsel about accidents	Accidents - Reports/Claims
Legal opinions	Legal - Opinions
Legislative issues	Legal - Laws
Letters about capital improvement projects	Finances - Capital Improvement Projects
Letters about specific projects	Place in project file
Letters acknowledging monetary donations	Donor File – Monetary Donations
Letters acknowledging property donations	Donor File – Property Donations
Letters disciplining patrons	Confid: Patrons - Incidents and Disciplinary Actions
Letters from specific vendors	Acquisitions - Vendors
Letters of compliments, complaints, suggestions	Patrons - Compliments/Complaints/Suggestions
Letters on public safety	Confid: Patrons - Incidents and Disciplinary Actions
Letters on trivial matters	Trash
Letters related to purchases	Finances - Purchase Orders
Letters requesting info from public library records	Open Records Requests
Letters, General	Correspondence, General
Librarian's board report	Board - Minutes and Meeting Materials
Library flyers displayed at library board meetings	Board - Minutes and Meeting Materials
Library history and publicity	Archives – History of the Library
Library policies	Policies
Library programming	Programming
Library skills	Training – Staff or Training - Patrons
Library staff training	Training – Staff
Library use reports	Reports on Library Use
Libri Foundation grants	Finances – Grants and Foundations
Licenses and permits	Legal - Licenses and Permits
Lists of expendable property	Property - Expendable Property

Lists of non-expendable property	Property - Non-expendable Property
Literacy info	Subjects
Litigation files	Legal - Litigation
Loan agreements for exhibits	Exhibits
Local history archive/collection	Archive - ***
Logon IDs	Computers - Logon ID Acknowledged by User
Low Vision Center	System
LSTA Grant Information	Finances – Grants and Foundations
Mailing lists	Mailing Lists
Mailing logs	Postal Records
Mailing permits	Postal Records
Maintenance of equipment	Property - Equipment Ownership and Maintenance
Maintenance of library building	Building - Building and Grounds Maintenance
Maintenance of library grounds	Building - Building and Grounds Maintenance
Maintenance of vehicles	Property - Equipment Ownership and Maintenance
<i>Marketing for Small Public Libraries</i> book	Publicity - Printed
Medical information about accidents	Accidents - Reports/Claims
Medical leave for injuries– non- exposure to toxic substances	Accidents – Non-Exposure
Medical leave for injuries–exposure to toxic substances	Accidents – Exposure
Medical reports on injuries– exposure to toxic substances	Accidents - Exposure
Medical reports on injuries– non- exposure to toxic substances	Accidents – Non-Exposure
Meetings by library board	Board - Minutes and Meeting Materials
Meetings by staff	Meeting records – Internal Staff
Membership lists of libraries	Memberships
Memberships of library	Memberships of Library
Memberships of staff	Staff - Memberships
Memorial for a person	Donors -
Memorial lists for monetary donations	Donor File – Monetary Donations
Memorial lists for property donations	Donor File – Property Donations
Microfilm newspapers in library	Collections
Microfilm newspapers information or in other libraries	Subjects
Microsoft software	Subjects or Property – Computer Inventory or Training – Staff or Training - Patrons
Minutes of library board meetings	Board - Minutes and Meeting Materials
Monthly circulation reports	Reports on Usage

National Library Week	Subjects or Programming
Network usage logs	Computer - Network Usage Logs
Newsletters of staff, library, regional library system and other organizations.	Newsletters
Newspaper clippings shown at library board meetings	Board - Minutes and Meeting Materials
Notes on capital improvement projects	Finances - Capital Improvement Projects
Obituary Daily Times	Subjects
OCLC codes of libraries	ILL - Codes
Office activities	Schedules of Office Activities
Office supplies inventory	Property - Expendable Property
One Book / One Community	Subjects or Programming
OPAL	Subjects or Training – Staff
Open house	Subjects or Programming
Open Records Requests	Open Records Requests
Operation SOS (Supporting Our Soldiers)	Subjects or Programming
Order records	Finances – Purchase Orders
Orders of books or magazines	Finances – Purchase Orders
Organization charts	Organization Charts and Reorganization
Overdrive audio program	Subjects or Collections
Overdue notices	Circulation - Overdues
Packing slips	Finances - Purchase Orders
Paperbacks for Operation SOS	Subjects or Programming
Parent shelf	Collections
Patriot Act	Legal - Laws
Patron disciplinary actions	Confid: Patrons - Incidents and Disciplinary Actions
Patron incidents	Confid: Patrons - Incidents and Disciplinary Actions
Patron registration (blank forms)	Forms
Patron registration (signed forms)	Confid: Forms - Patron Registration
Patron use computers	Property – Computer Inventory or Forms
Payroll adjustment with non-personally identifiable information	Finances - Payroll Adjustments
Payroll deductions	Confid: Finances - Payroll Deduction/Liability
Payroll summaries	Finances - Payroll Summaries
Performance evaluations	Staff - Personnel
Permits and Licenses	Legal - Licenses and Permits
Personnel files	Staff - Personnel
Personnel policies	Policies
Pest control	Building – Buildings and Grounds Maintenance
Petty cash vouchers	Finances - Petty Cash
Photographs of library	Archives – History of the Library

Photographs other than library related	Archives
Pictures in library	Collections or Property – Non-Expendable
PLA	Subjects
Planners	Planners/Calendars
Plans of building	Building - Blueprints, Plans, Specifications
Plans of capital improvement projects	Finances - Capital Improvement Projects
Policies	Policies
Policy changes	Board - Minutes and Meeting Materials
Postage purchase reports	Postal Records
Postal records	Postal Records
Presentations about the library	Publicity - Presentations and Speeches
Presenter contracts	Programming
Presenters at library information	Programming
Press releases about the library	Publicity - Printed
Press releases of library	Publicity - Printed
Pride survey of community	Subjects
Procedures for library work	Procedures
Professional memberships of library	Memberships of Library
Professional memberships of library	Staff: Memberships
Professional organizations	Staff: Memberships
Programming in library	Programming
Programs in the library	Programming
Property inventory	Property - Non-expendable Property
Property, disposing of	Property - Non-Expendable Property Disposition
Proposals by contractors	Bids, Proposals, RFPs
Public access computers	Property – Computer Inventory or Forms
Public Library Association	Subjects
Public library records released to public	Open Records Requests
Publicity of library	Publicity - Printed
Publicity shown at library board meetings	Board - Minutes and Meeting Materials
Purchase orders	Finances - Purchase Orders
Purchase requests from patrons	Acquisitions – Patron Requests Under Consideration
Purchase requisitions	Finances - Purchase Orders
Read Across America	Subjects or Programming
Read Your Way Across America	Subjects or Programming
Reader's advisory	Subjects or Training - Staff
Reading groups	Subjects or Programming
Reading lists	Subjects or Programming
Reading Rainbow	Subjects or Programming
Real estate leases	Leases for Real Estate and Capital Equipment
Recommendations and supporting documentation presented to the board for	Reports to the Board and/or Municipality

review or approval of changes.	
Reconsideration of library materials	Reconsiderations of Library Materials
Recorded books	System
Records management information	Records Management
Recruiting materials	Staff: Applications and Recruitment
Reference requests	Reference – Requests and Responses
Reference statistics	Reference - Statistics
Registered mail receipts	Postal Records
Reorganization of the library	Organization Charts and Reorganization
Report on library's accounts	Finances – Annual Financial Report/Audit
Reports of Director/Assistant Director	Reports of Director/Assistant Director
Reports on capital improvement projects	Finances Capital Improvement Projects
Reports on inspections	Building - Inspections
Reports presented at library board meetings	Board - Minutes and Meeting Materials
Reports to Regional Library System	Reports to the System
Requests by patrons for removing materials	Reconsiderations of Library Materials
Requests for bids, proposals, RFP	Bids, Proposals, RFPs
Requests for library publicity	Publicity - Requests
Requests for travel	Staff - Travel Requests and Authorization
Requisitions for purchases	Finances - Purchase Orders
Response to compliments, complaints, and suggestions	Patrons - Compliments/Complaints/Suggestions
Retirement benefits of employees	Staff - Personnel
RFPs	Bids, Proposals, RFPs
Roof repair	Building – Buildings and Grounds Maintenance
Safety in the library	Subjects or Training – Staff
Sales	Sales
Schedules of office activities	Schedules of Office Activities
Scholastic Book Fair	Subjects or Programming
School and library cooperation	Subjects
Security in the library	Subjects or Training – Staff
Security logs	Security Log
Security reports	Security Log
Signed forms	Confid: Forms -
Signs in library	Building – Interior
Specifications of building	Building - Blueprints, Plans, Specifications
Specifications of capital improvement projects	Finances - Capital Improvement Projects
Speeches about the library	Publicity - Presentations and Speeches
SRS information	Subjects
Staff training	Training – Staff
State grant	Finances – Grants and Foundations
State library laws	Legal - Laws
State statistical report	Reports to the State Library

Statistical report to State	Reports to the State Library
Statistics	Reports on Library Use
Statistics and documentation supporting reports presented to library board or city	Reports to the Board and/or Municipality
Story hour	Programming
Story time	Programming
Strategic plans in development	Strategic Plans in Development
Strategic plans, approved	Strategic Plans, Approved
Suggestions	Patrons - Compliments/Complaints/Suggestions
Summer Library Program	Programming
Sunflower journeys	Subjects
Surveillance recordings	Security Surveillance
System grant	Finances – Grants and Foundations
Talking books	System
Telephone bills	Finance - Bills
Terminix	Building – Buildings and Grounds Maintenance
Time capsule	Subjects
Time off requests	Staff - Time Off/Vacation Requests
Time sheets or cards	Staff - Time
Tourism	Subjects
Toybrary	Collections or Subjects
Training materials	Training - Attended
Training records of employees	Training Records
Travel requests	Staff - Travel Requests and Authorization
Treasurer's reports given at library board meetings	Board - Minutes and Meeting Materials
Tribute to library or librarian	Archives – History of Library
Trustees	Board -
Tutorials	Training – Staff or Training - Patrons
Unemployment insurance	Confid: Insurance - Unemployment Insurance Cases
Unemployment wage detail reports	Confid: Finances - Payroll Deduction/Liability
Use agreements for equipment (blank forms)	Forms
Use agreements for equipment (signed forms)	Confid: Forms – Equipment Use Agreements
Use agreements for Internet use (blank forms)	Forms
Use agreements for Internet use (signed forms)	Confid: Forms – Internet Use Agreements
Use agreements for public computers (blank forms)	Forms
Use agreements for public computers (signed	Confid: Forms – Internet Use Agreements

forms)	
Use agreements for rooms (blank forms)	Forms
Use agreements for rooms (signed forms)	Confid: Forms – Room Use Agreements
User accounts	Computers - User Accounts
Vacation requests	Staff - Time Off/Vacation Requests
Vacations	Subjects
Van maintenance	Property - Equipment Ownership and Maintenance
Vehicle maintenance	Property - Equipment Ownership and Maintenance
Vendor information	Acquisitions - Vendors
Vendor records	Acquisitions – Vendors or Finances – Purchase Orders
Volunteers in library	Confid: Staff - Volunteer/Community Services
W-2	Confid: Finances - Payroll Withholding
W-4	Confid: Finances - Payroll Withholding
Wall hangings in library	Building – Interior
Warrant registers	Config: Finances - Payroll Warrant Registers
Web sites	Subjects
Website of library	Website
Weeding records	Collections
Weeding records for archives	Archive - Accession/Weeding
William Allen White Book Award	Subjects
Witness statements about accidents	Accidents - Reports/Claims
Workers disability compensation	Confid: Insurance - Workers Disability Compensation Claims
Workshop attendance records	Training - Records
Workshop flyers and calendars	Training - Opportunities
Workshop handouts	Training – Staff or Training - Patrons