

# Record Retention Policy

Adopted by the Cooperative Board 4/8/2010

## RET 1 General

### RET 1.1 Purpose

It is the policy of the Lakeland Library Cooperative to preserve public records as they are the property of the people of the State of Michigan. To that end, the Lakeland Library Cooperative in accordance with Michigan law shall retain or dispose of the public records of the Lakeland Library Cooperative according to a Records Retention schedule.

### RET 1.2 General Retention Schedule #17 Michigan Public Libraries Introduction

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the State Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

A "**general schedule**" will cover records that are common to a particular type of government agency, such as a public library. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Any record that is not covered by a general schedule must be listed on an "**agency-specific schedule**" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

General Schedule #1 addresses the retention of "non-record" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be

disposed of when they have served their intended purpose. Libraries need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement>.

## RET 2 Record Retention Schedule

### Ret 2.1 Retention Period

ACTIVITY	RECORD TITLE	RETENTION PERIOD
Accounting	Final Annual Budget	10 years after creation
	Budget Documents	5 years after creation
	Annual Financial Report/Audit	10 years after creation
	Monthly financial Reports	Fiscal Year and 7 years after
	Accounts Payable/Receivable	Fiscal Year and 7 years after
	Journal Entries/General Ledger	Fiscal Year and 7 years after
	Balance Sheet	Fiscal Year and 7 years after
	Deposit Slips and Cancelled Checks	Fiscal Year and 7 years after
	Invoices	Fiscal Year and 7 years after
	Purchase/Order Records	Fiscal Year and 7 years after
	Sales Records	Fiscal Year and 7 years after
	Cash Receipts	Fiscal Year and 7 years after
	Petty Cash Vouchers	Fiscal Year and 7 years after

ACTIVITY	RECORD TITLE	RETENTION PERIOD
Accounting continued	Bank Statements and Reconciliations	Fiscal Year and 7 years after
Bids	Bids Not Awarded	7 years after creation
Building	Blueprints/Building Plans	Permanent
	Licenses and Permits	Expiration Date plus 1 year
	Inspection Reports	Active
	Hazardous Materials Safety Data Sheets	Active and 30 years after
	Security Logs	3 years after creation
	Security System	3 years after creation
Contracts/Leases	Contracts	Expiration Date plus 6 years
	Leases	Expiration Date plus 6 years
Cooperative Documents	Bylaws	Permanent
	Policies, Procedures, and Directives	Permanent
	Annual Reports	Permanent
	Strategic Planning/Development Documents	Superseded
	Strategic Planning/Final Approved Plan	Permanent
	Library Publicity and Historical Files	Permanent
	Plan of Service	Permanent
	Membership Lists	Active
Correspondence	Administration General	2 years after creation
Delivery	Document Delivery Service Forms	Active
	Delivery Schedule	Superseded
	Delivery Counts	Superseded
Grants	Grant Files	Active
Information Technology (IT)	Network Drop Map/Schematic	Active
	Integrated Library System (ILS)	Superseded
	Back-up Tapes	Superseded
	Software Guides	Active
	Web/Intranet Files	Active
	Web Server and Routers	Active
	Library/Cooperative Website	Active

ACTIVITY	RECORD TITLE	RETENTION PERIOD
IT continued	Mailing Lists	Active
	Online Union Catalog	Active
Insurance	Insurance	Expiration Date plus 6 years
Interlibrary Loan	Interlibrary Loan (ILL) Records	
	ILL Requests by Member Libraries-Filled Within the Cooperative	Active
	ILL Requests by Member Libraries-Not Filled Within the Cooperative	Active
	Interlibrary Loan Requests from Non-member Libraries	Active plus 1 month
	Log of ILL Requests by Member Libraries	1 year after creation
	Log of ILL Requests by from Non-member Libraries	1 year after creation
	Monthly ILL Transactions-Borrowing Statistics	1 year after creation
	Monthly Statistics of Items Lent by Member Libraries	5 years after creation
	Interlibrary Loan Reference Codes	Active
Inventory	Annual Inventory and Depreciation Schedules	Fiscal Year and 7 years after
	Furniture	Fiscal Year and 7 years after
	Computers	Fiscal Year and 7 years after
	Vehicles	Fiscal Year and 7 years after
	Office Equipment	Fiscal Year and 7 years after
	Electronic Equipment Inventory	Active
Legal	Legal Opinions	Permanent
	Litigation Files	Active and 5 years after
	Subpoenas	Active and 1 year after
Meetings	Open sessions	Permanent
	Closed sessions	Event
	Staff meetings	2 years after creation
	Advisory Council Meeting Records	Permanent
	Committee Meeting Records	Permanent
Personnel	Accident Reports/Claims	7 years after creation
	Payroll Deduction/Liability Records	Fiscal Year and 7 years after
	W-2 forms	Fiscal Year and 6 years after
	Employer Contribution to Retirement Accounts	Fiscal Year and 7 years after
	Payroll Summaries	Fiscal Year and 7 years after
	Payroll Records	Active and 40 years after

ACTIVITY	RECORD TITLE	RETENTION PERIOD
Personnel continued	Personnel Files	Active and 40 years after
	Personnel Files-Retirement, Leave, and Life Insurance Records	Active and 40 years after
	Personnel Files-Applications, Hiring, Salary, and Position	Active and 7 years after
	Personnel Files-Withholding Forms	Superseded and 6 years after
	Personnel Files-Health Plan	Superseded and 1 year after
	Personnel Files-Union Membership	Active
	Personnel Files-Electronic Funds Transfers	Active and 1 year after
	I-9 File	Event and 3 years after
	Staff Work schedules	Active and 2 years after
	Time and Attendance	7 years after creation
	Vacation and Sick Leave Calculator and Report	Fiscal Year and 7 years after
	Time Off/Vacation Requests	Fiscal Year and 1 year after
	Employee Injury Records-Exposure	Active and 30 years after
	Employee Injury Records-Non-exposure	Active and 7 years after
	Grievances	Active and 7 years after
	Job Applications-Not Interviewed/Not Hired	1 year after creation
	Job Applications-Interviewed/Not Hired	2 years after creation
	Workers Disability Compensation Files	Active and 10 years after
	Job Descriptions	Superseded
Reports	Director/Assistant Director	7 years after creation
	Administrative Subject Files	Active and 5 years after
	Annual Reports to the Library of Michigan	10 years after creation
	Proposals for New Service	Active
	Cooperative Wide Circulation Statistics	5 years after creation
	Cooperative Wide Reciprocal Borrowing Statistics	5 years after creation
	Member Library Annual Collection Statistics	1 year after creation
	Member Library Annual Patron Statistics	1 year after creation
Staff	Staff Planners/Calendars	2 years after creation
Staff Accounts	Staff Accounts	Active
USF	Library Financial Reports	Fiscal year and 7 years after
	USF Filing, Documents, etc.	5 years after creation
Vehicles	Vehicle Files	Active
Workshops	Continuing Education	Active

ACTIVITY	RECORD TITLE	RETENTION PERIOD
Workshops continued	Training and Workshop Records	Active and 3 years after
	Workshop Calendars and Flyers	Superseded
	Workshop Authorization Form	Active
	Registration Forms	Active
	Workshop Statistics	.

## RET 3 Non-Record Materials

### Ret 3.1 State Administrative Board Approval Date 11/16/2004 -ACT

AGENCIES MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.

Extra copies of documents retained only for convenience of reference, such as "for your information" documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the agency.

Publications, forms and printed documents, including stocks of those that are superseded or outdated,

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

ACT = Until no longer needed for convenience of reference.

## **RET 4 Electronic Documents**

### **Ret 4.1 E-Mail**

E-mail messages are subject to the same record retention schedule as print documents in the Lakeland Library Cooperative Retention Schedule. Employees are responsible for selecting the messages that will be retained and will be deleted. Retain e-mail messages within the "live" e-mail system by creating topical folders within the system to facilitate organization and retrieval of messages or print the e-mail and retain the message in print format in topical folders.

### **Ret 4.2 Electronic Documents – PDF and Text/Formatted Files**

Electronic documents are subject to the same record retention schedule as print documents in the Lakeland Library Cooperative Retention Schedule. Employees are responsible for selecting the messages that will be retained and will be deleted. These documents can be saved as an electronic file by topical folders or in print format filed in topical folders.

PPS Review:	2/28/10
Board 1 <sup>st</sup> Reading:	3/11/10
Adoption:	4/8/10