

Schedule Number	Record Title & Description	Retention Period	Media Type
1000	Accident and Incident Reports	5 years, (reports for minors 3 years beyond reaching majority) provided any claims settled	Paper/ Electronic
	<i>Report of any accident or incident on library property</i>		
1010	Account Authorizations and Credit Card Acknowledgements	Until employee terminated, taken off account or account closed, if audited	Paper
	<i>Document employees authorized to use a vendor or credit card account</i>		
1020	Affordable Care Act forms and worksheets	7 years	Paper
	<i>Notices and forms required by the ACA and data collected in order to complete these forms.</i>		
1030	Annual Financial Report to the Auditor of the State	25 years	Paper
	<i>A report submitted annually to the State Auditor which provides the Library's financial information including receipts and expenditures.</i>		
1040	Appropriation Ledger	3 years if audited	Paper/ Electronic
	<i>Record generated by accounting system showing budgeted appropriations and actual expenditures/expense by appropriation account code. Includes amount, fund, date, encumbrance amount, unencumbered balance, amount of disbursement</i>		
1050	Audit Reports	Permanent	Paper
	<i>Biennial report documenting the Library's financial condition providing an auditor's opinion on the fair presentation of the financial statements.</i>		
1051	Audit Reports	Until of no Administrative value; Paper copy to be retained as scheduled	Electronic
	<i>Biennial report documenting the Library's financial condition providing an auditor's opinion on the fair presentation of the financial statements.</i>		
1060	Bank Deposit Receipts, Statements and Cancelled Checks, Collateralization Statements	3 years if audited	Paper
	<i>Records show proof of deposit at a financial institute. Statements are provided by financial institutions on a monthly or quarterly basis and document all activity in the Library's bank accounts</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1070	<b>Banking Records</b>	<b>Until superseded and audited</b>	<b>Paper</b>
	<i>Records document an agreement with a financial institution to serve as a depository for public funds and that the Library's deposits at various financial institutions are secured in accordance with the Ohio Revised Code. For example: Depository agreements, signature cards, collateral statements</i>		
1080	<b>Bids Successful - Capital Improvements</b>	<b>17 years after expiration</b>	<b>Paper</b>
	<i>Formal bid packet submitted in response to a request by the Library. Successful bids are those accepted by the Board of Trustees.</i>		
1090	<b>Bids Unsuccessful - Capital Improvements</b>	<b>3 years if audited</b>	<b>Paper</b>
	<i>Formal bid packet submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees.</i>		
1100	<b>Board Member Appointment Files</b>	<b>Until no longer serving</b>	<b>Paper</b>
	<i>These documents relate to the appointment of Trustees to the Library Board</i>		
1110	<b>Board Minutes Record Book &amp; Exhibits</b>	<b>Permanent</b>	<b>Paper</b>
	<i>Records documenting the proceedings at Library Board meetings including all formal action taken by the Board of Trustees</i>		
1115	<b>Board Minutes Record Book &amp; Exhibits</b>	<b>Until of no Administrative value; Paper copy to be retained as scheduled</b>	<b>Electronic</b>
	<i>Records documenting the proceedings at Library Board meetings including all formal action taken by the Board of Trustees</i>		
1120	<b>Board Packets</b>	<b>5 years if audited</b>	<b>Paper</b>
	<i>Include agenda, prior month's minutes draft, relative attachments and Director, Assistant Director, personnel, fiscal and committee reports; circulation statistics, and any other reports, or materials provided to the Board or distributed at the Board meeting.</i>		
1121	<b>Board Packets</b>	<b>Until of no Administrative value; Paper copy to be retained as scheduled</b>	<b>Electronic</b>
	<i>Include agenda, prior month's minutes draft, relative attachments and Director, Assistant Director, personnel, fiscal and committee reports; circulation statistics, and any other reports, or materials provided to the Board or distributed at the Board meeting.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1140	Board Policy Files	Permanent until superceded	Paper
	<i>Record of Library policies which have been formally adopted by the Board of Trustees</i>		
1141	Board Policy Files	Permanent until superceded	Electronic
	<i>Record of Library policies which have been formally adopted by the Board of Trustees</i>		
1150	Book Inventories	Until superseded	Electronic
1160	Budgets (Annual)	10 years if audited	Paper
	<i>Record forecasts revenues and allocates expenditures for the next fiscal year as filed with the County Budget Commission. Include temporary and permanent appropriations, year end balances, budget requests, certification of resources and Certificate of Appropriations and any ammendments</i>		
1161	Budgets (Annual)	Until of no Administrative value; Paper copy to be retained as scheduled	Electronic
	<i>Record forecasts revenues and allocates expenditures for the next fiscal year as filed with the County Budget Commission. Include temporary and permanent appropriations, year end balances, budget requests, certification of resources and Certificate of Appropriations and any ammendments</i>		
1170	Building Inspections/Certificates/Reports/Tests	Until of no administrative value	Paper/ Electronic
	<i>Records of inspections routinely done by staff, reports submitted by vendors, equipment inspection reports and certificates. Includes elevator inspections and certificates, backflow and fire sprinkler tests</i>		
1180	Building Permits	Until project completed	Paper/ Electronic
1190	Calendars	Until of no administrative value	Paper
	<i>Meeting room schedule calendars, employee calendars, scheduling calendars</i>		
1200	Calendars	Until of no administrative value	Electronic
	<i>Meeting room schedule calendars, employee calendars, scheduling calendars</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1210	<b>Capital Outlay and Real Property Records</b>	<b>5 years after asset is sold or destroyed</b>	<b>Paper</b>
	<i>Records document capital expenditures and may contain contracts, invoices, bid packets, proposals, and other related records. Records also document construction and improvements to buildings and may include blue prints and building plans</i>		
1211	<b>Capital Outlay and Real Property Records</b>	<b>Until of no Administrative value; Paper copy to be retained as scheduled</b>	<b>Electronic</b>
	<i>Records document capital expenditures and may contain contracts, invoices, bid packets, proposals, and other related records. Records also document construction and improvements to buildings and may include blue prints and building plans</i>		
1220	<b>Cash Journals</b>	<b>3 years if audited</b>	<b>Paper/ Electronic</b>
	<i>Records provide a chronological listing of all cash transactions including amount, date, check number, account code, purchase order number</i>		
1230	<b>Cash Register Tapes and Logs</b>	<b>Until audited</b>	<b>Paper</b>
	<i>Generated by individual libraries showing daily receipts. Tapes sent in daily to be totaled by business office for bank deposits; logs remain in library until year end</i>		
1240	<b>Certificates of Insurance</b>	<b>Until superseded or vendor relationship terminated</b>	<b>Paper/ Electronic</b>
	<i>Copies of a contractor's proof of Workers Compensation Insurance and liability insurance. Required if contractor/employees working on library property.</i>		
1250	<b>Check Registers (financial and payroll)</b>	<b>3 years if audited</b>	<b>Paper/ Electronic</b>
	<i>Record generated by accounting system providing a list of all checks written; includes check number, date, amount, and payee.</i>		
1260	<b>Circulation, Patron Records</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>These records document number and type of items checked out and returned, also fines incurred and paid, and items requested by patrons.</i>		
1270	<b>Circulation, Patron Records</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>These records document number and type of items checked out and returned, also fines incurred and paid, and items requested by patrons.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1280	Claims and Litigation Records	5 years after case if closed and appeals exhausted	Paper
	<i>Documentation related to lawsuits and other legal action or proceedings.</i>		
1290	COBRA Records	6 years	Paper
	<i>These records include dates of notices sent to eligible employees and other records from the library's TPA</i>		
1300	Computer Back Ups	Until of no administrative value	Electronic
	<i>Daily, monthly back-ups; superseded when new one created</i>		
1330	Contracts - Other than construction	5 years after expiration	Paper
	<i>These records document an agreement between the Library and a third party such as vendors, program performers or others.</i>		
1340	Correspondence – (Executive)	1 year	Paper
	<i>These records document correspondence concerning library policies, programs, fiscal and personnel matters</i>		
1350	Correspondence – (Executive)	1 year	Electronic
	<i>These records document correspondence concerning library policies, programs, fiscal and personnel matters</i>		
1360	Correspondence – (General)	Until of no administrative value	Paper
	<i>Includes internal correspondence letters, memos, weekly updates, departmental meeting agendas and minutes. This correspondence is informative, it does not attempt to influence agency policy.</i>		
1370	Correspondence – (General)	Until of no administrative value	Electronic
	<i>Includes internal correspondence letters, memos weekly updates, departmental meeting agendas and minutes. This correspondence is informative, it does not attempt to influence agency policy.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1380	Correspondence – (Routine)	Until of no administrative value	Paper
	<i>Referral letters, requests for routine information or publications provided to the public and other miscellaneous inquiries.</i>		
1390	Correspondence – (Routine)	Until of no administrative value	Electronic
	<i>Referral letters, requests for routine information or publications provided to the public and other miscellaneous inquiries.</i>		
1400	Correspondence – (Transitory)	Until of no administrative value	Paper
	<i>May include telephone messages, post-it-notes, drafts, and other limited documents which serve to convey information of temporary importance in lieu of oral communications</i>		
1410	Correspondence – (Transitory)	Until of no administrative value	Electronic
	<i>May include telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications</i>		
1420	Court ordered deductions and garnishments	2 years after termination or order rescinded	Paper
	<i>Records include formal orders for wage garnishments such as for delinquent taxes or child support</i>		
1425	Credit applications	2 years after account closed	Paper/ Electronic
	<i>Applications submitted for credit approval for library accounts.</i>		
1430	Delivery Route Logs	Until of no administrative value	Paper
	<i>These records document the library's delivery van route. They may include stops, dates, times, and odometer readings</i>		
1440	Department Budgets	Until of no administrative value	Paper/ Electronic
	<i>These records include budgeting tools used to allocate the approved budget to various departments</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1450	Department Files	Until of no administrative value	Paper/ Electronic
<p><i>These records are kept by the supervisor for department related purposes. These may include correspondence, informal time off requests, continuing education and seminar attendance requests &amp; approvals, documentation to be used in evaluations, work schedules and employee telephone lists. These records are temporary in nature, though some will contain information incorporated into documents for employee personnel files.</i></p>			
1460	Department Reports	Until of no administrative value	Paper
<p><i>These records include information from staff, supervisors, and managers of temporary nature; may contain information more formally incorporated into other reports or files.</i></p>			
1470	Department Reports	Until of no administrative value	Electronic
<p><i>These records include information from staff, supervisors, and managers of temporary nature; may contain information more formally incorporated into other reports or files.</i></p>			
1475	Disposal Records	Until of no administrative value	Paper/ Electronic
<p><i>These records document the disposal of library property (such as scrap material or out-dated computers) as well as universal waste (such as light bulbs) and other non-regulated waste.</i></p>			
1480	E-Rate Records	10 years	Paper/ Electronic
<p><i>Documents include required application forms and supporting documents (Technology Plan) for Schools and Libraries Program</i></p>			
1485	Emergency and Safety Plan Documents	Until superseded	Paper/ Electronic
<p><i>Documents include building Emergency Action Plans and Maps; Disaster Preparedness Response plans and General Emergency response plans</i></p>			
1490	Emergency Contact Forms	Until superseded or employee termination	Paper/ Electronic
<p><i>Records provide vital contact information for any employee in the event of an emergency</i></p>			
1500	Employee Health and Welfare policies, plans and records	5 years after expired provided audited.	Paper/ Electronic
<p><i>Records document insurance policies and other fringe benefits that the Library has offered for employee benefits. May include health, dental, life insurance and voluntary benefit policies; flexible spending deductions and 125 plans.</i></p>			

Schedule Number	Record Title & Description	Retention Period	Media Type
1510	<b>Employee Hiring Procedure Forms</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Documents completed by a new employee or their supervisor, used by various departments to document hiring process.</i>		
1530	<b>Employee Medical Records</b>	<b>10 years after termination</b>	<b>Paper</b>
	<i>These records include extended medical leave requests including Family Medical Leave, doctor's release to work certificates and other documents related to employee medical issues.</i>		
1540	<b>Employee Personnel Policy Manual</b>	<b>Until superseded</b>	<b>Paper</b>
	<i>Documents all personnel policies as enacted by library board.</i>		
1550	<b>Employee Personnel Policy Manual</b>	<b>Until superseded</b>	<b>Electronic</b>
	<i>Documents all personnel policies as enacted by library board.</i>		
1560	<b>Employee Personnel Files</b>	<b>10 years after termination</b>	<b>Paper</b>
	<i>Records include hire letters, job descriptions, employment application, change in status or compensation, performance reviews, certifications for professional staff, and other human resource related transactions.</i>		
1570	<b>Employee Personnel Files</b>	<b>10 years after termination</b>	<b>Electronic</b>
	<i>Records include hire letters, job descriptions, employment application, change in status or compensation, performance reviews, -certifications for professional staff, and other human resource related transactions.</i>		
1575	<b>Employee Information Postings</b>	<b>Until of no administrative use</b>	<b>Paper</b>
	<i>These records include legally required employment notifications and other material posted for staff information.</i>		
1580	<b>Employee Safety Records</b>	<b>5 years</b>	<b>Paper</b>
	<i>These records include annual and semi-annual reports sent to the State of Ohio Risk Reduction Program and the Geauga Safety Council, and the logs kept to complete these reports.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1585	Employment Verification Forms	Until of no administrative value	Paper
	<i>Information requested by outside organizations to verify employment or income of current or former employees</i>		
1590	Employee Withholding Requests including W-4 and State withholding	Until replaced or revoked by employee or employment terminated	Paper
	<i>These records consist of signed federal, state, and local tax withholding forms. They may also include forms authorizing direct deposit of pay, deductions for charitable donations or private savings plans.</i>		
1600	Employee Work Schedule	Until of no administrative value	Paper
	<i>Employee department work schedules</i>		
1610	Employee Work Schedule	Until of no administrative value	Electronic
	<i>Employee department work schedules</i>		
1620	Employment applications, resumes - unsuccessful	2 years if not hired	Paper/ Electronic
	<i>Applications that were submitted for a posted position but did not result in employment</i>		
1625	Employment Eligibility Records	3 years if audited	Paper/ Electronic
	<i>These records may be used to determine eligibility for employment and may contain background checks, driver license checks, and child work permits.</i>		
1630	Financial Reports (monthly)	3 years, if audited	Paper/ Electronic
	<i>These records generated by the accounting system, include: fund and bank reports, monthly expense and revenue, open purchase orders, appropriation reports, etc.</i>		
1640	Forms (Blank)	Until of no administrative value	Paper
	<i>These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1650	Forms (Blank)	Until of no administrative value	<i>Electronic</i>
	<i>These records encompass numerous form templates used internally. Also forms used by the public for meeting room requests, program attendance, etc.</i>		
1655	Fuel Logs	Until of no administrative value	<i>Paper</i>
	<i>Records document fuel use. This record is filled out by employee at time fuel is pumped.</i>		
1656	Fuel Logs	Until Audited	<i>Electronic</i>
	<i>Records document fuel use. This record is filled out by department head or assistant to transfer information from paper log to electronic file.</i>		
1660	Grant Files	5 years, provided audited	<i>Paper/ Electronic</i>
	<i>These records document funding received from grant sources and may include grant application, grant-specific forms/reports, financial materials, and other grant related paper work.</i>		
1665	Hazardous Waste Disposal Records	5 Years	<i>Paper</i>
	<i>These records document the receipt, shipment, and disposal of hazardous waste.</i>		
1670	HIPAA Certificate Reports	6 years	<i>Paper</i>
	<i>These records include dates and names of employees sent notices and other records from the library's administrator</i>		
1680	Historical Library Documents	Permanent	<i>Paper</i>
	<i>These records document the history of the Library System. These files may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.</i>		
1690	I-9 form	3 years after hire or 1 year after termination, whichever is later	<i>Paper</i>
	<i>Federal I-9 forms which document verification by employers of employee identity and immigration status</i>		
1700	Insurance Plan Applications (Employee)	Until of no administrative value	<i>Paper/ Electronic</i>
	<i>These records include applications for employee benefits</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1710	Insurance Policies and Bonds	5 years after expired provided audited and claims settled	Paper/ Electronic
	<i>Document insurance policies that the Library has purchased or any claims against those policies and bonds required for business office staff liability. Such policies may cover library property, library vehicles, or general liability.</i>		
1720	Interlibrary Loan Records	Until of no administrative value	Paper
	<i>These records document items requested by a patron and loaning and receiving library information</i>		
1730	Interlibrary Loan Records	Until of no administrative value	Electronic
	<i>These records document items requested by a patron and loaning and receiving library information</i>		
1740	Inventories	Until Superseded	Electronic
	<i>Records provide information about capital expenditures such as property description, purchase price, date of purchase, serial number, etc.</i>		
1750	Inventories	Until Superseded	Paper
	<i>Records provide information about capital expenditures such as property description, purchase price, date of purchase, serial number, etc.</i>		
1760	Investment Records	3 years if audited	Paper
	<i>Records showing transactions affecting library investments including earnings, amounts deposited, transfers and balances.</i>		
1770	Invoices and Vouchers	3 years if audited	Paper
	<i>Records indicate an exchange of goods or services between the Library and a vendor and document payments made to vendors.</i>		
1770	Invoices and Vouchers	Until of no Administrative value; Paper copy to be retained as scheduled	Electronic
	<i>Records indicate an exchange of goods or services between the Library and a vendor and document payments made to vendors.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1780	Job Descriptions	Until superseded or classification abolished	Paper
	<i>Record documents the classification, duties, and responsibilities of a particular position</i>		
1790	Job Descriptions	Until superseded or classification abolished	Electronic
	<i>Record documents the classification, duties, and responsibilities of a particular position</i>		
1800	Key Logs	Until of no administrative value	Paper
	<i>These records manage the inventory and distribution of library and vehicle keys</i>		
1810	Leases - (equipment & property)	5 years after expiration	Paper
	<i>These records document any leases of equipment or property</i>		
1820	Leave record and balance (annual)	75 years	Paper/ Electronic
	<i>Records generated by payroll accounting system, document, by employee, leave used and any balance remaining for sick, vacation and personal leave.</i>		
1830	Legal Opinions	10 years provided audited	Paper
	<i>Legal document stating the reasons for a judicial opinion as requested by Library</i>		
1840	Levy Files	Life of levy plus 5 years	Paper
	<i>Resolutions passed by the Board of Trustees, information provided by the County Auditor, and documentation filed with the Board of Elections concerning library levies.</i>		
1850	Library Card Applications	Until of no administrative value	Paper
	<i>Record of a patron request for library card</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1860	Library Publications	Until of no administrative value	Paper
	<i>Documents published and distributed by the library to employees and the public for information purposes</i>		
1870	Library Publications	Until of no administrative value	Electronic
	<i>Documents published and distributed by the library to employees and the public for information purposes</i>		
1875	Licensing Certificates	Until of no administrative value	Paper/ Electronic
	<i>Documents granting approval or permission to use, modify, and/or share software or copyrighted materials.</i>		
1880	Mailing Lists	Until of no administrative value	Paper
	<i>May include physical as well as email addresses or other contact information</i>		
1890	Mailing Lists	Until of no administrative value	Electronic
	<i>May include physical as well as email addresses or other contact information</i>		
1900	Material Delivery Service Daily Count Sheets	Until of no administrative value	Paper
	<i>Log count of bags of materials delivered and sent through state delivery system</i>		
1910	Medicare (CMS) Records	6 years	Paper
	<i>These records include information requested and sent to the Centers for Medicare and Medicaid Services and notices sent to employees</i>		
1920	Meeting Records - Internal	Until of no administrative value	Paper
	<i>Records of meetings consisting of primarily library staff. May be regularly scheduled meetings such as Manager's, Youth Services, etc. or ad hoc committee meetings, such as Staff Development Day committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
1930	<b>Meeting Records - Internal</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>Records of meetings consisting of primarily library staff. May be regularly scheduled meetings such as Manager's, Youth Services, etc. or ad hoc committee meetings, such as Staff Development Day committee meetings. Records may include agendas, meeting minutes, distributed materials and other related records</i>		
1940	<b>Meeting Room Requests</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Record of an organization's or individual's request for use of library meeting room. Includes name, reason for meeting and dates/times requested. These records also include applications of forms used by the library to request use of an outside entities' meeting space.</i>		
1950	<b>Meeting Room Requests</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>Record of an organization's or individual's request for use of library meeting room. Includes name, reason for meeting and dates/times requested. These records also include applications of forms used by the library to request use of an outside entities' meeting space.</i>		
1960	<b>News Releases &amp; Meeting Notices</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>May include announcements and stories on library operations, services and programs and notices of open meetings, which are issued to print, radio and digital media outlets</i>		
1970	<b>News Releases &amp; Meeting Notices</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>May include announcements and stories on library operations, services and programs and notices of open meetings, which are issued to print, radio and digital media outlets</i>		
1980	<b>Operating Procedures</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>These records provide guidelines and instruction on how to handle a specific situation or perform routine tasks within the library</i>		
1990	<b>Operating Procedures</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>These records provide guidelines and instruction on how to handle a specific situation or perform routine tasks within the library</i>		
2000	<b>OPERS Independent Contractor Acknowledgment (Form PEDACKN)</b>	<b>5 years</b>	<b>Paper</b>
	<i>Required by OPERS for all independent contractors or other individuals not paid as a public employee.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2010	<b>OPERS Records</b>	<b>75 years</b>	<b>Paper</b>
	<i>These records include employee enrollment forms, employee exemptions and those records used to calculate and document Library payments to the Ohio Public Employee Retirement System.</i>		
2020	<b>Outreach Files</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>These records include applications and information about outreach patrons and their book requests. Also includes information for the Amish Book School Program, schools and teachers.</i>		
2030	<b>Patron Collection Records</b>	<b>5 years</b>	<b>Paper</b>
	<i>Records include patron accounts sent for collection, patron bankruptcy notices and restitution records.</i>		
2040	<b>Patron Collection and Bankruptcy Records</b>	<b>5 years</b>	<b>Electronic</b>
	<i>Records of patron accounts sent for collection and patron bankruptcy notices and records</i>		
2050	<b>Patron Notice Records</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>Record of patron overdue/fine notices created by Library's Integrated Library System and transmitted to outside vendor</i>		
2070	<b>Patron Forms</b>	<b>Until of no administrative value</b>	<b>Paper/ Electronic</b>
	<i>These records document contest entries and research or requests from patrons. Requests may include patron names and contact information and may be used to request items from other libraries, documents, genealogical information, requests for items to be added to the library,</i>		
2075	<b>Patron Prize Records</b>	<b>Until Audited</b>	<b>Paper/ Electronic</b>
	<i>Records document receipt of library program gift card prizes or other valuable prizes such as tablets, membership</i>		
2080	<b>Payroll Reports (quarterly)</b>	<b>Until incorporated in year end reports</b>	<b>Paper/ Electronic</b>
	<i>Records generated by payroll accounting system, document leave accrued and balances, deductions, fringe benefits, and attendance records</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2090	<b>Payroll Journal/Ledgers (per pay period)</b>	<b>5 years, if audited</b>	<b>Paper/ Electronic</b>
	<i>Records generated by payroll accounting system, document number of hours worked, gross pay and withholding for each employee generated by payroll accounting system each pay period.</i>		
2100	<b>Payroll Reports (Year End) - Employee Annual Summary and Employee Accrues</b>	<b>75 years</b>	<b>Paper/ Electronic</b>
	<i>An annual record generated by payroll accounting system, documenting the gross pay and withholdings for each pay period by employee and paid time off used and accrued.</i>		
2110	<b>Payroll Withholding Records</b>	<b>7 years if audited</b>	<b>Paper</b>
	<i>Document miscellaneous employee deductions withheld and paid per pay period or monthly to various entities such as local credit union, child support or flexible spending accounts. Documents may include reports of amounts withheld and receipt from entity for payment.</i>		
2120	<b>Payroll Schedule (yearly listing)</b>	<b>Until of no administrative value</b>	<b>Paper/ Electronic</b>
	<i>Document is a yearly list of pay periods and corresponding check dates</i>		
2130	<b>Payroll Tax Records</b>	<b>7 years</b>	<b>Paper/ Electronic</b>
	<i>Records that document that payroll withholdings that have been reported and remitted to the appropriate taxing authority. Also includes those reports based on earnings with no withholding, but required for reporting purposes only, such as ODJFS</i>		
2140	<b>Personnel Studies</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Reports from outside vendors on personnel issues for example: benchmark studies including compensation and classification studies</i>		
2150	<b>Petty Cash Records</b>	<b>3 years if audited</b>	<b>Paper</b>
	<i>Records provide documentation of expenditures from the library petty cash fund.</i>		
2160	<b>Photo release form</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Form used to give permission for the library to use patron's photographs to promote the services of the library.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2170	Prevailing Wage Documents	5 years if audited	Paper
	<i>Records include payroll reports filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance</i>		
2171	Prevailing Wage Documents	Until of no administrative value; Paper copy to be retained as scheduled	Electronic
	<i>Records include payroll reports filed by construction companies during building or renovation projects, wage rate notifications from the State of Ohio Wage and Hour Administration, final affidavit of compliance</i>		
2180	Program Attendance Form	Until of no administrative value	Paper
	<i>Form used by patrons or library employees to register for library programs</i>		
2190	Program Attendance Form	Until of no administrative value	Electronic
	<i>Form used by patrons or library employees to register for library programs</i>		
2195	Program Presenter Records	Until of no administrative value	Paper/ Electronic
	<i>Paid and unpaid program presenter records that may include sex offender look-up information; internal programming tracking; and statistical information</i>		
2200	Property Titles, Tax Records	5 years after asset is sold or destroyed	Paper
	<i>These records document the purchase of real property; includes deeds, descriptions and property tax exemptions</i>		
2210	Purchase Orders, Requisitions	3 years if audited	Paper/ Electronic
	<i>Records document that a purchase is authorized by the administration and that funds are available to make the purchase.</i>		
2220	Public Records Requests	5 years	Paper/electronic
	<i>These records document requests for information or public records maintained by the Library and copies of records given in response.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2235	Recordings - Conversation	10 years after termination of employee	Electronic
	<i>Recordings of conversations or meetings involving Geauga County Public Library employees and/or managers regardless of purpose or recording method used</i>		
2236	Recordings - Meetings	Until minutes approved or of no administrative use	Electronic
	<i>Meetings as recorded by Geauga County Public Library regardless of purpose or recording method used. These records include recordings of Board of Trustee meetings and Board committee meetings. They may also include GCPL staff meetings and recordings used for staff training.</i>		
2237	Recordings - Security	Until of no administrative use	Electronic
	<i>Footage documenting daily actions of employees and visitors on Llibrary grounds for security purposes</i>		
2240	Records Retention Documents	Permanent	Paper
	<i>Record Retention Documents including RC1, RC2 and RC3</i>		
2241	Records Retention Documents	Until Printed	Electronic
	<i>Record Retention Documents including RC1, RC2 and RC3</i>		
2250	Readers Advisory	Until of no administrative value	Paper
	<i>These documents relate to various library departments' recommendations to patrons and among staff</i>		
2260	Readers Advisory	Until of no administrative value	Electronic
	<i>These documents relate to various library departments' recommendations to patrons and among staff</i>		
2265	Request for Proposal	5 Years	Paper/ Electronic
	<i>Theses records document the soliciatation and vendor response for procurement of a commodity or service. This record series does not include capital asset bids - see records #1080 and #1090</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2270	<b>Request for Reconsideration of Library Materials</b>	<b>5 years</b>	<b>Paper</b>
	<i>These records document a request by a patron or group that the Library discard or reclassify an item in the collection; includes the Library's response.</i>		
2275	<b>Safety Data Sheets</b>	<b>30 years after last use</b>	<b>Paper/electronic</b>
	Records document properties of each chemical in use by the library; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.		
2280	<b>Server Security Reports, Backup Reports</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Reports to and from vendors on security and accuracy of server system</i>		
2290	<b>Sign In Sheets</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>Logs used to track employees, visitors, outside vendors, etc. currently in a library building and for statistical purposes</i>		
2295	<b>Statement of Qualifications</b>	<b>5 years</b>	<b>Paper/Electronic</b>
	<i>Statement of Qualifications received in response to Library's request. File of qualified firms is updated annually.</i>		
2300	<b>Statistical Reports</b>	<b>Until of no administrative value</b>	<b>Paper</b>
	<i>These records document statistical information including reference services provided by the libraries, circulation statistics, patron use of the library, and employee use of the library's EAP</i>		
2310	<b>Statistical Reports</b>	<b>Until of no administrative value</b>	<b>Electronic</b>
	<i>These records document statistical information including reference services provided by the libraries, circulation statistics, patron use of the library, and employee use of the library's EAP</i>		
2320	<b>Survey Reports (Annual Report to the State Library, PLDS, etc.)</b>	<b>4 years</b>	<b>Paper</b>
	<i>Statistical reports which provide data about the Library system such as size, hours of operation, various programs, circulation and budgetary information.</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2330	Surveys	Until of no administrative value	Paper
	<i>These records document information collected from patrons or staff on a variety of areas, such as quality of services, types of services, areas for improvement.</i>		
2340	Surveys	Until of no administrative value	Electronic
	<i>These records document information collected from patrons or staff on a variety of areas, such as quality of services, types of services, areas for improvement.</i>		
2350	Time Sheets	3 years if audited	Paper
	<i>Record of employee's hours worked by date and time</i>		
2360	Time Sheets	3 years if audited	Electronic
	<i>Record of employee's hours worked by date and time</i>		
2370	Training Manuals	Until of no administrative value	Paper
	<i>These documents, composed by various departments, provide guidelines and instruction to train employees in specific jobs or tasks.</i>		
2380	Training Manuals	Until of no administrative value	Electronic
	<i>These documents, composed by various departments, provide guidelines and instruction to train employees in specific jobs or tasks.</i>		
2390	Travel Expense	3 years if audited	Paper
	<i>Record of approval by administration for travel expenses incurred including those submitted by employee for reimbursement</i>		
2400	Unemployment Documents	3 years if audited	Paper
	<i>Records include correspondence with the Ohio Department of Job &amp; Family Services regarding unemployment claims and charges assessed</i>		

Schedule Number	Record Title & Description	Retention Period	Media Type
2410	Vehicle Records	Until of no administrative value	Paper/ Electronic
	<i>These records document purchase, maintenance, and registration of Library vehicles</i>		
2420	Vendor/Contractor Records	5 years	Paper/ Electronic
	<i>IRS Form 1099, IRS W9 Ohio New Hire Form, contracts and proposals</i>		
2430	Volunteer Files	Until of no administrative value	Paper
	<i>Document volunteer workers. May include application, contact information, and assignment.</i>		
2440	W-2, W-3 forms	6 years provided audited	Paper
	<i>These records document employee's annual gross wages and applicable withholdings for the purpose of reporting for income taxes. Also include W-3 (transmittal) forms which provide summary of W-2 forms that were submitted to the Social Security Administration</i>		
2450	Workers Compensation Claims	10 years after termination of employment and claim settled	Paper/ Electronic
	<i>Records include documentation of workplace injury, medical treatment, and compensation paid and correspondence with the Bureau of Workers compensation and the library's TPA and MCO</i>		
2460	1099, 1096 Forms	6 years provided audited	Paper
	<i>These records report various types of income other than wages, salaries, and tips paid to non-employees. Form 1096 is a summary of information form sent annually to the IRS.</i>		
<b>****Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>			