

# Adams County Library System

## Records Retention Policy

### A. Records Pertaining to Library Patrons and Services

#### 1. Patron Records and Library Cards

Patron records are maintained to enable the operational needs of the library system. Patron privacy and confidentiality will be maintained.

- Cards renewed every three years through our automation system.
- Confirm address and phone number and update record on automation system when computer prompts you to do so.
- Keep patron record on automation system for 7 years.

#### 2. Automation System Patron Circulation Records

- Retain current checked out items, until returned.
- Retain overdue items and claims returned until resolved.
- Retain count of total items checked out and renewed.

#### 3. Automation System Item Circulation Records Retain:

- Current borrower
- Previous 2 borrowers
- Last check-in date
- Current due date

#### 4. Internet Server Data

- Logs of Internet traffic are cleared after use.

#### 5. Registration for Library Programs

- May be deleted after two years.

#### 6. Incident Report Forms and Trespass Letters.

- Review after one year to determine if still active.
- Incident report forms not requiring trespass letters will be shredded in one year.
- Records of all accidents and incident reports with trespass letters will be kept permanently.

#### 7. ILL

- Local records retained for up to 6 months.

## B. Retention of Internal Records

1. Bank statements..... Keep permanently.
2. Correspondence (legal, important)..... Keep permanently.
3. Employee/personnel files..... Keep seven years after termination.
4. Employment applications.....Keep 10 years after termination, per  
Safe Kids Policy. Nonhires – one year.
5. Employee Data Back-up.....Keep permanently.
6. General Ledgers, Financial statements & Audits.....Keep permanently
7. Insurance policies (expired)..... Keep permanently.
8. Minutes of Board meetings..... Keep permanently
9. Payroll records.....Keep seven years
10. Receipts and paid invoices..... Keep seven years. Fixed Assets, keep  
permanently.