

PATTERSON LIBRARY

RETENTION AND DISPOSITION OF RECORDS

The records of the Patterson Library will be retained and disposed of in accordance with the schedule below. The library director shall serve as the Records Management Officer for the administrative and financial documents. The Secretary of the Board of Trustees shall serve as the Records Management Officer for the trustee documents & items of historical significance.

	Location	Type of Document	Minimum Requirement
Yellow	Director	Correspondence (general)	2 years
Yellow	Director	Correspondence (legal and important matters)	Permanently
Yellow	Director	Correspondence (with customers and vendors)	2 years
Yellow	Director	Directors Association meeting agendas and notes	12 months
Yellow	Director	Insurance policies (expired)	5 years
Yellow	Director	Incident Reports (with no claims)	3 years
Yellow	Director	Insurance records, accident reports, claims, etc.	Permanently
Yellow	Director	Inventories of products, materials, and supplies	7 years
Yellow	Director	Library Material Complaints	5 years
Yellow	Director	NYS Annual Reports	5 years; then to History
Yellow	Director	Personnel files (former employees/volunteers)	7 years
Yellow	Director	Personnel applications	3 years
Yellow	Director	Staff Memos	3 years
Yellow	Director	Staff-Line Info, Notices, Newsletters	3 years
Yellow	Director	Trustee meetings – Director's notes	12 months
Green	Financial	Accounts payable ledgers and schedules	7 years
Green	Financial	General Ledger – full year: <i>Director & Business Office</i>	7 years
Green	Financial	Audit reports: <i>Original to Director, Copy to Bus. Office</i>	Permanently
Green	Financial	Bank accounts (still in effect) <i>if online, print and retain</i>	Current
Green	Financial	Bank reconciliations <i>if online, print and retain</i>	2 years
Green	Financial	Bank statements <i>if online, print and retain</i>	3 years
Green	Financial	Checks (for important payments and purchases)	Permanently
Green	Financial	Depreciation schedules ???	Permanently
Green	Financial	Duplicate deposit slips	2 years
Green	Financial	Expense analyses/expense distribution schedules ??	7 years
Green	Financial	Financial Year-End Statements ??	Permanently
Green	Financial	Invoices (to customers, from vendors)	7 years
Green	Financial	Payroll records and summaries	7 years
Green	Financial	Retirement and pension records	Permanently

Green	Financial	990 Tax returns and worksheets	Permanently
Green	Financial	Timesheets: <i>Staff-Line has this online, we print them</i>	7 years
Green	Financial	Withholding tax statements: <i>Staff-line has these</i>	7 years
Purple	History	Automation Project	Permanently
Purple	History	Building projects	Permanently
Purple	History	Correspondence	Permanently
Purple	History	Donations & Gifts	Permanently
Purple	History	Events	Permanently
Purple	History	Funding	Permanently
Purple	History	Governance	Permanently
		American Libraries Association (ALA)	
		Mid-Hudson Libraries System (MHLS)	
		New York Libraries Association (NYLA)	
		Putnam County Lib. Assoc. (PCLA) meeting docs	3 years
		PCLA – Putnam County funding requests	5 years
Purple	History	Grants & Awards	Permanently
Purple	History	NYS Annual Reports (current 5 years in Director's)	Permanently-post Dir.
	Legal	Digital Camera Recording	30 days
Red	Legal	Contracts, mortgages, notes and leases (expired)	7 years
Red	Legal	Contracts, mortgages, notes and leases (still in effect)	Current
Red	Legal	Deeds, mortgages, and bills of sale	Permanently
Red	Legal	Property assessments	Permanently
Red	Legal	Tax exemptions	Permanently
Red	Legal	NYS Charter and changes	Permanently
Blue	Trustee	Book Sale	On-going
Blue	Trustee	Committee minutes	3 years
Blue	Trustee	Long Range planning	Permanently
Blue	Trustee	Minute books, bylaws and charter	Permanently
Blue	Trustee	Trustee applications	Permanently
Blue	Trustee	Trustees (former)	10 years