

Defiance Public Library Board of Trustees  
Records Commission Meeting  
March 22, 2023

The Defiance Public Library Records Commission met on Wednesday, March 22, 2023, at 6:25 pm at the Sherwood Branch Library. In attendance were Board President Laura Connor, Board members Susan Mack, Dennis Sobecki, Beth Michel, Ken Boroff, CFO Nancy Roehrig and director Cara Potter.

Beth Michel moved and Susan Mack seconded the motion to approve updates to the Record Retention Schedule (RC-2), as appended, to include the addition of FIN 44 – Coronavirus Relief Payments and CM 8 – Social Media Posts. Motion carried.

Rebecca Mansel-Pleydell moved and Ken Boroff seconded the motion to approve disposal of the records noted in the Records Disposal Log (RC-3) as appended, by April 29, 2023, pending approval of disposal by the Ohio History Connection. Motion carried.

Dennis Sobecki moved and Susan Mack seconded the motion to adjourn the meeting. The Records Commission meeting was adjourned by President Laura Connor at 6:27 p.m.

\_\_\_\_\_, President

\_\_\_\_\_, Secretary

## Defiance Public Library Record Retention Schedule - Approved mm/dd/yyyy

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Location	Custodian	For Use by AOS or OHS-LGRP	RC-3 Required by OHS-LGRP
<b>ADMINISTRATION</b>								
ADM 1	Accident/Incident Reports	Accident reports document bodily injury to employees and non-employees on Library owned property or at branch location(s). Incident reports document unusual events that occur on library owned property or at branch location(s).	Current + 5 years, provided claim settled	Paper	Fiscal Office Files	Fiscal Officer		
ADM 2	Admin Team agendas and notes	Agendas, notes and correspondence of all internal library management team and committee meetings.	Current + 1 year	Paper & Electronic	All locations	Managers		
ADM 3	Annual Report to State Library	This record is a statistical report submitted annually to the State Library which provides data about the Library system such as size, hours of operation, circulation, and budgetary information.	PERMANENT	Paper & Electronic	Paper - Fiscal Office (prior to 2019) Electronic - State Library Website	Director		
ADM 4	Archive Records	Inventory of archival items in Defiance Public Library	PERMANENT	Paper & Electronic	DPL Adult Services	Adult Services Manager		
ADM 5	Board Minutes	These records document the proceedings at Library Board meetings including all formal action taken by the Board of Trustees.	PERMANENT	Paper & Electronic	Paper - Fiscal Office, Admin Office Electronic - Fiscal Officer PC	Fiscal Officer		
ADM 6	Board of Trustees Agenda Packet	Includes agendas, prior meeting minutes, Director's monthly report, Fiscal Officer's monthly reports and any other informational handouts, reports, or materials provided to the Board in their Board Packets or distributed at the Board meeting in preparation for Regular, Special and Committee Meetings.	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Director's PC	Fiscal Officer Director		
ADM 7	Board of Trustees Member Files	Annual list of Board members, contact information, committee appointments and appointment documents	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
ADM 8	Board Policy Files	This record contains Library policies which have been formally adopted by the Board of Trustees.	Current + 5 years, provided audited	Paper & Electronic	Paper - Director's Office Electronic - Director's PC	Director		
ADM 9	Claims and Litigation Records	Court and legal documentation related to lawsuits and other legal action or proceedings.	15 yrs after case closed and appeals exhausted	Paper	Fiscal Office	Fiscal Officer		
ADM 10	Consultant Reports	Reports submitted by consultants engaged by the library	Until no longer of Administrative Value	Paper	Fiscal Office	Fiscal Officer		
ADM 11	Correspondence - executive	These records document correspondence concerning library policies, programs, fiscal and personnel matters.	10 years	Paper & Electronic	All locations	Board Members, Director, Fiscal Officer, Managers		
ADM 12	Deaccession Form	Forms detailing gifts to the library that have been gifted to another institution, sold or destroyed.	PERMANENT	Paper	DPL Adult Services	Adult Services Manager		
ADM 13	Electronic Mail	These records are email messages, mail, files, or other products sent or received Electronically through a computer system, network, and/or modem that are work-related records. They may include correspondence, reports, images, spreadsheets, and databases. NOTE: Must be retained in accordance with the retention schedule for the content of that record.	See Note	Electronic	All locations	All Staff		
ADM 14	General Correspondence	These records document correspondence which does not relate to a specific project or part of another record series. Communications to and from library administration, management and staff, all others; general administrative, drafts, letters, internal, memos.	Until no longer of Administrative Value	Paper & Electronic	All locations	All Staff		
ADM 15	Gift/Memorial/Donation Forms	Forms from donors detailing how donation (monetary or in kind) is to be used, including Deed of Gift Agreements and Acknowledgement of Materials Donated Form	Current year + 5 years	Paper & Electronic	All locations	Managers		

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ADM 16	Historical Library Documents	<i>These records document the history of the Library System. These files may include newspaper clippings, newsletters, photographs, scrapbooks, memorabilia, etc.</i>	PERMANENT	Paper	Director's Office Fiscal Office	Director		X
ADM 17	Legal Opinions and Matters	<i>These records are provided by legal firms or the county prosecutor's office.</i>	PERMANENT	Paper & Electronic	Fiscal Office	Fiscal Officer		X
ADM 18	Records Retention RC-1, RC-2, and RC-3	<i>Forms approved by the Records Commission and filed with the Auditor of State and/or Ohio Historical Society.</i>	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
ADM 19	Reference/Patron Usage Survey Tallies and Summary	<i>Tally sheets used to count reference questions and completed summary of reference survey</i>	Current year + 1 year Discard Tally after entered	Paper & Electronic	All locations	Managers		
ADM 20	Sharps Injury Log	<i>This form records all contaminated sharps injuries as required by the OSHA Bloodborne Pathogen standards.</i>	Current + 5 years	Paper	Fiscal Office	Fiscal Officer		
ADM 21	Statistics Summaries	<i>Monthly and annual summary of one calendar year non-fiscal library usage statistics (microfilm, Mobile Express, etc.)</i>	Current year + 5 years	Paper & Electronic	All locations	Managers, Director		
ADM 22	Strategic Plans	<i>Board of Trustee approved plans outlining library development and goals for a specific period. Includes Technology Plans.</i>	Current + 2 years	Paper & Electronic	Paper - Fiscal Office Electronic - Director PC	Director		
ADM 23	Transient Records	<i>May include post-it-notes, drafts, emails, notes, voice mails and other limited documents which serve to convey information of temporary importance.</i>	Until no longer of Administrative Value	Paper & Electronic	All locations	All Staff		
ADM 24	Volunteer and Practicum Student Information	<i>These records document volunteer and student practicum workers. They may identify assignment, location, hours worked. Records may include an application/acknowledgement and signed form.</i>	3 years after removal from Volunteer list	Paper	All locations	Managers		

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<b>FINANCE</b>								
FIN 1	Annual Appropriations Resolution	<i>This record serves as documentation of the adoption of the annual appropriations by the Library Board of Trustees. Submitted annually to Defiance County Auditor.</i>	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 2	Annual Budget	<i>This record forecasts revenues and allocates expenditures for the next fiscal year. Used as guideline for revenue and expenditures. Serves as input to the Annual Appropriations Resolution.</i>	25 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		X
FIN 3	Annual Financial Report	<i>These records document the Library's financial condition and are submitted annually to the Auditor of State. Includes management discussion and analysis, notes and required financial statements.</i>	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 4	Annual Financial Report Notice	<i>Public notice that Financial Statement is available for review</i>	5 years provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 5	Bank Deposit Receipts	<i>These records serve as proof of deposit at a financial institution. Issued from bank with backup documentation. Include credit card receipts and Daily Cash Reports.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 6	Bank Statements	<i>These records are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts. With supporting documentation.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 7	Bankruptcy Notices	<i>Received by the library noting people whose bankruptcy has been approved by a bankruptcy court or judge</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 8	Bids-Construction/Successful	<i>Formal bid packets submitted in response to requests by the Library for construction, renovation, alterations, etc. per ORC 3375.41. Successful bids are those accepted by the Board of Trustees.</i>	10 yrs after contract awarded	Paper & Electronic	Fiscal Office	Fiscal Officer		
FIN 9	Bids-Construction/Unsuccessful	<i>Formal bid packets submitted in response to requests by the Library for construction, renovation, alterations, etc. per ORC 3375.41. Unsuccessful bids are those not accepted by the Board of Trustees.</i>	5 yrs after contract awarded	Paper & Electronic	Fiscal Office	Fiscal Officer		
FIN 10	Biennial Audit Report	<i>These records document the Library's financial condition and provide an auditor's opinion on the fair presentation of the financial statements.</i>	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC, AOS Website	Fiscal Officer		X
FIN 11	Building Blue Prints	<i>These records document construction of and improvements to buildings including blue prints and building plans</i>	Permanent or 5 years after sale	Paper & Electronic	Director Office Files	Director		X
FIN 12	Cancelled Checks	<i>Library-issued checks cleared through bank (usually copies); generally included with bank statement</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 13	Cash Donation Records	<i>These records document donations of money and may include donor contact information, donation acknowledgement letter, date and amount of donation, and purpose of donation if specified.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 14	Certificate of County Auditor that the appropriations from each fund do not exceed the official estimate of resources & amended certificates	<i>These records certify that total appropriations do not exceed total resources available for expenditure and are provided by the County Auditor.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 15	Certificate of the Total Amount from All Sources Available for Expenditures & Balances	<i>This record documents year end fund balances and the amount of resources available for appropriation in the next fiscal year, and it is filed annually with the County Auditor.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 16	Construction Files	<i>These records document construction of and improvements to buildings including building plans, work proposals, quotes, bid packets, contracts, correspondence with vendors and other related records.</i>	15 years after completion and audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		

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FIN 17	Contracts/Service Agreements	<i>These records document an agreement between the Library and a third party such as vendors, independent contractors, program presenters, others.</i>	5 yrs after completion/expiration and audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 18	Depository Agreements	<i>Signed agreements with banks for deposit of public funds as approved by Library Board of Trustees</i>	5 yrs after completion/expiration and audited	Paper & Electronic	Paper - Fiscal Office Electronic - Email files	Fiscal Officer		
FIN 19	E-rate Documents	<i>These records include Forms 470, 471, 486 filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones and internet access. Includes contracts, documentation and voucher packets.</i>	Current + 10 years	Paper & Electronic	Fiscal Office	Fiscal Officer		
FIN 20	Grant Files	<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>	5 yrs after audited and all reporting and accounting requirements are met	Paper & Electronic	Paper - Fiscal Officer Electronic - Fiscal Officer PC	Fiscal Officer / Grantee		
FIN 21	Insurance Policies	<i>These records document insurance policies that the Library has purchased or any claims against those policies. Such policies may cover library property, library vehicles, general liability, directors' and officers' liability, errors and omissions, and surety bonds.</i>	5 yrs after completion with no legal action and all claims settled	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer email	Fiscal Officer		
FIN 22	IRS 1099 Forms	<i>Completed and filed IRS 1099 forms and 1098 form</i>	10 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
FIN 23	IRS W-9 Forms	<i>Completed by independent contractor providing Federal Identification or Social Security number</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Drive	Fiscal Officer		
FIN 24	Journal Entries	<i>Journals and supporting documentation for posting to accounting system</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
FIN 25	Leases - Buildings and Equipment	<i>These records document any leases of equipment or property; signed.</i>	5 yrs after expiration provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Drive	Fiscal Officer		
FIN 26	Levy Files	<i>Resolutions passed by the Board of Trustees and City Council, information provided by the County Auditor, and documentation filed with the Board of Elections. Includes any letters, campaign plans and strategies.</i>	Life of levy + 5 years	Paper & Electronic	Director's Office	Director		
FIN 27	Library Funding Documents	<i>Monthly and semi-annual statements from the County Auditor and State of Ohio documenting Public Library Funding, Property Tax Settlement Statements and Intergovernmental funding.</i>	5 years provided audited	Paper & Electronic	Fiscal Office	Fiscal Officer		
FIN 28	Monthly Financial Ledgers and Journals	<i>Accounting system-generated reports of transactions entered and posted. Collected in binders by year. Includes Daily Receipts Register, Check Register, Expenditure &amp; Encumbrance Journals</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
FIN 29	Monthly Financial Reports	<i>Reports provided monthly to the Finance Committee. Includes spreadsheets generated from accounting system reports - Monthly Board Report (bank recon), Check Listing, Funding Comparison, Library Financial Summary, Revenue-Expense Comparison Control Report, Building Projects Summary</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 30	OPERS Independent Contractor Acknowledgement Form (PEDACKN)	<i>Completed by independent contractor acknowledging non-public employee status</i>	PERMANENT	Paper & Electronic	Fiscal Office	Fiscal Officer		
FIN 31	Order Information	<i>These records consist of email order confirmations, delivery estimates, shipment verifications, missed delivery attempts, etc.; does not include order details, which should be attached to Purchase Requisitions. Includes duplicate electronic copies (paper copy included in voucher packet) of invoices, etc.</i>	Current + 1 year	Electronic	Fiscal Office email	Fiscal Officer		
FIN 32	Petty Cash Records	<i>These records document expenditures out of the petty cash fund.</i>	Current + 5 yrs provided audited	Paper	All locations	Fiscal Officer Branch Mgrs		
FIN 33	Pledged Collateral Reporting	<i>Online daily reporting of pledged collateral sufficiency at <a href="http://opcs.ohio.gov">opcs.ohio.gov</a></i>	As defined by OPCS	Electronic	Online at OPCS	State Treasurer		

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FIN 34	Prevailing Wage Records	<i>Payroll reports filed by construction companies during certain building or renovation projects. Documentation of contractors' proof of payment to workers as required by Ohio Revised Code.</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 35	Property, Equipment & Furniture Inventories	<i>These records provide information about capital expenditures such as property description, purchase price, date of purchase, serial number, etc. Items included are over threshold set by Board</i>	5 yrs and audited and superseded by updated inventory	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 36	Purchase Orders	<i>These records document that a purchase is authorized by administration and that funds are available to make the purchase. Most will be found in Voucher Packets.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 37	Purchase Requisitions	<i>Completed form generated by Library Management or Staff requesting purchase of goods or services. Includes order copy from vendor. See Voucher Packet for Fiscal Office copy.</i>	2 years	Paper & Electronic	Paper - Manager, Admin Staff Files Electronic - Manager, Admin Staff PC	Managers, Admin Staff		
FIN 38	Real Property Acquisition Records	<i>Documentation of real property purchased by Library Board</i>	Permanent until sold	Paper	Fiscal Office	Fiscal Officer		
FIN 39	Real Property Sale Records	<i>Documentation of real property sold by Library Board</i>	5 years after sale and audited	Paper	Fiscal Office	Fiscal Officer		
FIN 40	Receipts Journal and Documents	<i>These records are generated by the accounting system and document revenues posted.</i>	Current + 5 yrs provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
FIN 41	Request for Proposals	<i>Proposals submitted and responses received for goods and services (successful/unsuccessful)</i>	5 years after completion and audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
FIN 42	Tax Resolution Accepting Rates/Amounts	<i>Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 43	Voucher Packets	<i>These records document the payment of an invoice and include a check copy, signed voucher, invoice, purchase order with requisition (if complete) and supporting documentation.</i>	Current + 5 yrs provided audited	Paper	Fiscal Office	Fiscal Officer		
FIN 44	Coronavirus Relief Fund Payment Records	<p>The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act ("CARES" Act) of 2020. The fund is to be used by State and local governments to make payments for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury's Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Records that support compliance with subsection 601 (d) of the Social Security Act include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• General ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;</li> <li>• Budget records for 2019 and 2020;</li> <li>• Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;</li> <li>• Receipts of purchases made related to addressing the public health emergency due to COVID-19;</li> <li>• Contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;</li> <li>• Grant agreements and grant sub-award agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;</li> <li>• All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;</li> <li>• All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;</li> <li>• All internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and</li> <li>• All investigative files and inquiry reports involving Coronavirus Relief Fund payments.</li> </ul>	5 years after final payment is made using Coronavirus Relief monies	Paper	Fiscal Office	Fiscal Officer		
<b>COMMUNICATIONS</b>								
CM 1	Board Meeting Notices	<i>Public notice for Board or Committee meetings</i>	5 years	Electronic	Communications	Communications Coordinator		
CM 2	Event Forms	<i>Forms that managers submit to Communications detailing upcoming programs</i>	Current + 2 years	Paper & Electronic	Communications	Communications Coordinator		

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CM 3	Media Release Forms	<i>Signed releases completed by an adult or parent/guardian of a minor, for photographs and quotes, taken or collected for the library system. The release permits the library system to use photographs and statements in print or Electronic media and library promotional materials.</i>	Current + 2 years	Paper	Communications	Communications Coordinator		
CM 4	Media Releases	<i>Media Releases may include public meeting postings, announcements and stories on library operations, announcements and stories on library services and programs, which are issued to print, radio, and digital media outlets</i>	Current + 2 years	Paper & Electronic	Communications	Communications Coordinator		
CM 5	News Articles	<i>Copies of articles from local media mentioning the library</i>	PERMANENT	Paper & Electronic	Communications	Communications Coordinator		
CM 6	Newsletters	<i>Records of newsletters are created by Communications and library departments or locations to promote and inform the public about library services and programs for various target populations</i>	PERMANENT	Paper & Electronic	Communications	Communications Coordinator		
CM 7	Promotional Materials	<i>These records include brochures, bookmarks, flyers, calendars, and other documents produced to provide information about library services and promote library programs.</i>	Current + 2 years	Paper & Electronic	Various shared drives	Communications Coordinator		
CM 8	Social Media Posts	<i>These records include all posts, comments and messages made on DPLS social media</i>	Current + 5 years	Electronic	DPLS network	Communications Coordinator		

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HUMAN RESOURCES								
HR 1	Bureau of Workers Comp - Employee Claims	Individual employee claims and BWC determinations	7 yrs after termination	Paper & Electronic	Fiscal Office	Fiscal Officer		
HR 2	Bureau of Workers Comp - PERRP Form	Summary of Work Related Injury Forms. Filed annually with the State.	5 years provided audited and no legal action or all claims settled	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
HR 3	Collective Bargaining Agreements	Signed agreements, revisions, formal negotiation notes between OAPSE Local #277 and the Board of Trustees.	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
HR 4	Donated Paid Time Off Requests/Confirmations	Requests and donation confirmations from employees	5 years provided audited	Paper & Electronic	Paper - Director's Office Electronic - Director PC	Director		
HR 5	Employee Personnel Files	Applications, hiring letters, background checks, corrective action documentation, continuing education certificates, tax forms, address/personal info change forms, payroll deduction forms, direct deposit forms, performance evaluations	10 years after termination and audited, with OPERS and Deferred Comp removed and retained separately	Paper	Fiscal Office	Fiscal Officer		
HR 6	Exit Interview Documentation	Documents detailing exit interview discussions with staff who are leaving library employment	Current +2 years	Paper & Electronic	Paper - Director's Office Electronic - Director PC	Director		
HR 7	Form I-9 Immigration Reform and Control Act	I-9 Forms completed by employees	4 years after no longer required by law (3 years after date of hire, or 1 year after date of term, whichever is later)	Paper	Fiscal Office	Fiscal Officer		
HR 8	Grievance Hearing Files	These records are generated during the grievance process.	4 years after resolution	Paper & Electronic	Paper - Director's Office Electronic - Director PC	Director		
HR 9	Job Descriptions	These records document the classification, duties, and responsibilities of a particular position.	Until superseded	Paper & Electronic	Paper - Director's Office Electronic - Director PC	Director		
HR 10	Job Postings / Unsuccessful Employment Applications	Job Postings, applications, resumes, interviewee questions of unsuccessful candidates	1 year after response to posting	Paper & Electronic	Paper - Director's Office Electronic - Director PCs	Director		
HR 11	Legal Opinions and Matters	Human Resource related questions and opinions related to employment, benefits, compensation, payroll and other items	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
HR 12	Policy and Procedure Manual	This record contains Library policies which have been formally adopted by the Board of Trustees.	Until superseded	Electronic	Director's PC DefianceLibrary.org staff site	Director		
HR 13	Union Correspondence	Correspondence to/from Union, new hires, negotiations, other information	5 years provided audited	Paper & Electronic	Paper - Fiscal/Director Office Electronic - FO/Director PC	Director		



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<b>MANAGEMENT</b>								
MAN 1	Account User Names and Passwords	List of user names and password for accessing various websites	Until superseded	Electronic	Google Drive	AS Manager		
MAN 2	Citizen's Request for Reconsideration of Library Materials and Responses	Requests from the public to remove books from the library's collection, including responses	Current + 2 years	Paper & Electronic	All locations	Managers		
MAN 3	Department, Team, Committee and Staff meeting agendas and notes	Agendas, notes and correspondence of all internal library management team and committee meetings.	Until no longer of administrative value	Paper & Electronic	All locations	Managers Director		
MAN 4	Departmental Expense/Spending Tracking Documents	Spreadsheets or other documents used to track department spending	Until no longer of administrative value	Paper & Electronic	All locations	Managers		
MAN 5	Departmental/Branch Policies and Procedures	These records provide guidelines and instruction on how to handle a specific situation or perform the routine tasks within a department or at a Branch.	Until superseded, obsolete, or replaced	Paper & Electronic	All locations	Managers Director		
MAN 6	Employee Work Schedules	These records document employee bi-weekly department work schedules, including vacation calendars, requests for schedule changes and subs called	Current + 2 years	Paper & Electronic	All locations	Managers		
MAN 7	Leased Book Documentation	Leased book inventory and quota status reports, and any other documents used to manage book leases.	Until no longer of administrative value	Paper & Electronic	All locations	Managers Librarians		
MAN 8	Library Art Inventory	Current items of Artwork owned by the library system. If deaccessioned or otherwise disposed of, the item will be transferred to a deaccession or inventory disposal list.	PERMANENT	Electronic	Google Drive	AS Manager		
MAN 9	Library Card Applications	Application to receive new library card; includes application for e-card and 3-Star cards	3 years or until on SEO Purge List	Paper	All locations	Circ Manager Branch Managers		
MAN 10	Lost/Damaged Items Form	Forms completed by staff for patrons who have paid for a lost or damaged item	1 year	Paper	All locations Business Office	Managers		
MAN 11	Meeting Room Reservations	Information from public provided to reserve library meeting rooms or MakerSpace	Current year + 1 month	Paper & Electronic	All locations	Managers		
MAN 12	Non-paid Presenter Agreements	Agreement with program presenters not receiving payment	Current year + 1 month	Paper & Electronic	All locations	Managers		
MAN 13	Patron Agreement Forms	Forms completed by patrons for using library equipment. Includes Hotspot Agreements, MakerSpace Agreements, etc.	Current + 1 year	Paper & Electronic	All locations	Managers		
MAN 14	Personnel Documents	Letters, memos, progress reports and other documents regarding staff personnel matters held by supervisors. Items not included in employee personnel files.	1 year after termination	Paper & Electronic	All locations	Managers		
MAN 15	Priority Dispatch Claims	Documentation of items lost or damaged by Priority Dispatch; for item replacement or refund	Current + 2 years	Paper	Circulation	Circ Manager		
MAN 16	Program Registrations	Names of public registered to attend library programs	30 days after program concludes	Paper & Electronic	All locations	Managers		
MAN 17	Program Statistics	Spreadsheets or other documents detailing numbers of program participants; including Summer Reading	Current year + 5 years	Electronic	All locations	Managers		
MAN 18	Program/Event Planning Documents	Documents and Forms used to plan library programs/events. Includes but not limited to: Adult Services Event Forms (prior to 2021), DefCom Vendor Forms	Until no longer of administrative value	Paper & Electronic	All locations	Managers		
MAN 19	Sub Lists	Lists, contact information and correspondence with substitute employees	Until superseded	Paper & Electronic	Circulation Department	Circ Manager		
MAN 20	Work Planning Documents	Various lists or schedules to assist staff with their work. e.g. Weeding Schedule, Book Resources List, Work From Home Tracker, etc.	Until no longer of administrative value	Paper & Electronic	All locations	Managers, Staff		
MAN 21	Forms - blank	These records encompass numerous form templates used internally such as Request for Leave Form, Travel Expense Form, Purchase Order Request Form, Publicity Request Form, etc.	Until Superseded	Electronic	All locations	All Management		
MAN 22	Interlibrary Loan Records	These records track the request and return of library items with libraries outside the local ILS. Records indicate patron information, when and where the item was requested, when it is due back, and when returned. Retain until item is received by the lending library.	Current + 2 years	Electronic	Google Drive Spreadsheet	Adult Services Manager		
MAN 23	Ohioana/Local History Loan Form	Spreadsheet of restricted items that are loaned from the Ohioana/Local History/Archive collections	Current year + 5 years	Paper	DPL Adult Services	Adult Services Manager		
MAN 24	Patron Letters	Letters to or from patrons identifying complaints or issues that need to be addressed. Includes Thank-Yous	Current + 2 years	Paper & Electronic	All locations	Managers Director		

## Defiance Public Library Record Retention Schedule - Approved mm/dd/yyyy

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Location	Custodian	For Use by AOS or OHS-LGRP	RC-3 Required by OHS-LGRP
<b>PAYROLL</b>								
PAY 1	Bargaining Unit Enrollment Cards	Enrollment cards for employees joining OAPSE	After termination	Paper	Fiscal Office - Personnel Files	Fiscal Officer		
PAY 2	Benefit Calculations	Calculations of Sick, Personal and Vacation leaves, for new employees or employees with changes in hours	5 years provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
PAY 3	Benefit Contribution and Remittance Reports	Reports of employee and employer contributions to benefit providers (PRQINDED)	5 years provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
PAY 4	Employee Wage, Accrual, Withholding, Other Adjustments	Worksheets, documentation and postings of adjustments to employee wages, accruals, withholdings or other items (Payroll Sheets)	5 years provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
PAY 5	Garnishment Orders - Child Support/Other	Court orders, calculations, documentation and correspondence for garnishments	5 years after cancellation of order, provided audited	Paper & Electronic	Fiscal Office	Fiscal Officer		
PAY 6	Ohio Department of Job and Family Services Unemployment Claims	Claims and notification for unemployment compensation	5 years after final payment	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
PAY 7	Ohio Department of Job and Family Services Wage Reports	ODJFS and OH Bureau of Employment Services quarterly wage reports	5 years provided audited	Paper & Electronic	Paper - Fiscal Office Electronic - Fiscal Officer PC	Fiscal Officer		
PAY 8	OPERS Certification of Final Payroll - Form SRE-85	Forms completed by employer with wage information for employees intending to retire	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - OPERS.org	Fiscal Officer		
PAY 9	OPERS Employee Contribution Reports - Monthly	Report of monthly wage contributions to OPERS	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - OPERS.org	Fiscal Officer		
PAY 10	OPERS Personal History Reports - Form A	Forms completed by new employees and reviewed by library	PERMANENT	Paper	Fiscal Office - Personnel Files	Fiscal Officer		
PAY 11	Other OPERS Reports/Documentation	Including Optional Exemption Forms; Reemployment of Retiree Documents; Retirement, Refund, Buyback, Delinquent Contributions Documents; Salary Reduction Pick-Up Plan Documents	PERMANENT	Paper	Fiscal Office - Personnel Files	Fiscal Officer		
PAY 12	Payroll Change Forms/Documentation	Documentation for changes, additions, corrections to employee data for payroll processing (specific pay period)	5 years provided audited	Paper & Electronic	Fiscal Office	Fiscal Officer		
PAY 13	Payroll Register	Register of wages paid to employees each payroll including master file, benefit accrual, tax and payroll deductions	PERMANENT	Paper & Electronic	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
PAY 14	Payroll Reports and Ledgers	These records document the gross pay and withholdings for each employee by pay period. These records also include leave balance reports which document leave time earned and used within each pay period. The reports serve as the detail for postings to the General Ledger and Accounts Payable Systems. (PRQBENRG, PRQACRUE, etc.)	5 yrs provided audited	Paper	Paper - Fiscal Office Electronic - KVS	Fiscal Officer		
PAY 15	Prior Public Employment Vacation and Sick Leave Service Credit	Documentation of previous public service for vacation accrual credit; to and from the library	5 years provided audited	Paper & Electronic	Fiscal Office - Personnel Files	Fiscal Officer		
PAY 16	Seniority List	Annual list of seniority of CBA employees sent to union	5 years provided audited	Paper & Electronic	Fiscal Office	Fiscal Officer		
PAY 17	Timecards	Detailed records of employee hours worked for payroll processing (specific pay period)	5 years provided audited	Paper & Electronic	Paper - Attic storage (<2015) Electronic - AsureForce	Fiscal Officer		
PAY 18	Travel Reimbursement Forms	Forms completed by staff for expenses related to work travel	5 years provided audited	Paper	Fiscal Office	Fiscal Officer		
PAY 19	W-2 and W-3 Forms	IRS W-2 Wage and Tax Statements and any amendments via W-2c, and W-3 transmittal forms	10 years provided audited	Paper	Fiscal Office	Fiscal Officer		
PAY 20	State, City and School District Tax Payments and Annual Reconciliations	Documentation of periodic payments and annual reconciliations filed with taxing authorities	10 years provided audited	Paper	Fiscal Office	Fiscal Officer		

## Records Disposal Log - March 2023

Date Disposed	Disposed by	Provided by	Schedule #	Title & Description	Media Type	Dates of Material
		Business Office	ADM 1	Accident/Incident Reports (patron)	Paper	2005, 2002
		Business Office	FIN 5	Bank Deposit Receipts	Paper	2017
		Business Office	FIN 6	Bank Statements	Paper	2017
		Business Office	FIN 12	Cancelled Checks	Paper	2017
		Business Office	FIN 13	Cash Donation Records	Paper	2017
		Business Office	FIN 7	Bankruptcy Notices	Paper	2010-15
		Business Office	FIN 14	Certificate of County Auditor - appropriations do not exceed official estimate of resources	Paper	2017
		Business Office	FIN 15	Certificate of Total Amount	Paper	2017
		Business Office	FIN 19	E-Rate Documents	Paper	2011
		Business Office	FIN 21	Insurance Policies	Paper	2010, 2016 -17
		Business Office	FIN 22	IRS 1099/1098 Forms	Paper	2001-12
		Business Office	FIN 24	Journal Entries	Paper	2017
		Business Office	FIN 27	Library Funding Documents (state, county)	Paper	2017
		Business Office	FIN 28	Monthly Financial Ledgers and Journals	Paper	2017
		Business Office	FIN 29	Monthly Financial Reports (provided to Board)	Paper	2017
		Business Office	FIN 31	Order Information	Electronic	2021
		Business Office	FIN 36	Purchase Orders	Paper	2017
		Business Office	FIN 40	Receipts Journal and Documents	Paper	2017
		Business Office	FIN 42	Tax Resolution Accepting Rates/Amounts	Paper	2017
		Business Office	FIN 43	Voucher Packets	Paper	2017
		Business Office	HR 2	BWC - PERRP Form	Paper	2010-15
		Business Office	ADM 7	General Correspondence (BWC)	Paper	2005-2016
		Business Office	FIN 43	Monthly Collection Reports (Unique)	Paper	2007-13
		Business Office	PAY 4	Employee Wage, Accrual, Withholding, Other Adjustments	Paper	2017

## Records Disposal Log - March 2023

Date Disposed	Disposed by	Provided by	Schedule #	Title & Description	Media Type	Dates of Material
		Business Office	PAY 7	ODJFS Wage Reports	Paper	2017
		Business Office	PAY 13	Payroll Register	Paper	2017
		Business Office	PAY 18	Travel Reimbursement Forms	Paper	2017
		Business Office	FIN 20	Grant Files	Paper	2009-15
		Business Office	FIN 32	Petty Cash Records	Paper	2017
		Business Office	ADM 11	Correspondence - executive	Paper	2011
		YS Manager	MAN 4	Dept Expense/Spending Tracking Docs Expense & PO reports	Paper	Jan-Dec 2022 Jan-Dec 2015
		M McGuire	ADM 14	General Correspondence Notes, letters, drafts, memos	Paper	Jan-Dec 2022
		M McGuire	ADM 19	Patron Usage Survey Tallies Tally sheets	Paper	Jan-Dec 2020
		M McGuire	ADM 23	Transient notes Notes, drafts, emails, voicemail	Paper & electronic	Jan-Dec 2022 Jan-Dec 2015
		M McGuire	FIN 37	Purchase requisitions	Paper	Jan-Dec 2015
		M McGuire	ADM 21	Statistics Summaries Tumblebook library (datapbase) statistics	Paper	Jan 2013 - Jan 2015
		M McGuire	FIN 17	Contracts/Service Agreements Copies of contracts	Paper	Jan-Dec 2015
		M McGuire	MAN 6	Employee Work Schedules Vacation calendars	Paper	2014-16
		R Hopper	ADM 14	General Correspondence Emails	Electronic	2021
		R Hopper	ADM 19	Reference Tallies Reference and tech stats	Paper	2013-14, 2018
		R Hopper	ADM 19	Reference Tallies Microfilm stats	Paper	2016-2020
		R Hopper	CM 2	Event forms	Paper	2017-20