

# **EMMAUS PUBLIC LIBRARY**

## **DOCUMENT RETENTION POLICY**

The Emmaus Public Library shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper and electronic files (including e-mail) regardless of where the document is stored, including network servers, desktop or laptop computers, and handheld computers and other wireless devices with text messaging capabilities. Records shall be saved in digital format, whenever possible, commencing with 2019 records. Upon elimination, paper documents shall be shredded.

In order to eliminate accidental or innocent destruction, Emmaus Public Library has the following document retention policy:

### **TYPE OF DOCUMENT MINIMUM REQUIREMENT**

Account payable ledgers and schedules	7 years
Audit reports	permanently
Bank Statements, Reconciliations, & deposit Slips	7 years
Cancelled Checks (non routine) (cancelled checks for important payments – i.e., taxes, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction)	permanently
Cancelled Checks (routine)	7 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	7 years after expiration
Correspondence (general)	2 years
Correspondence (legal and important matters)	permanently
Credit card receipts	3 years
Deeds, mortgages, and bills of sale	permanently
Determination Letter from the IRS, & related correspondence	permanently
Document Evidencing Terms of Gifts	permanently
Employee Expense Reports/Documents	7 years
Employment applications-non-hires	3 years
Expense analyses / expense distribution schedules	7 years
Grant Records	7 years after end of grant period

Insurance policies (expired)	3 years after expiration
Insurance records, current accident reports, claims, policies, etc.	permanently
Minute books, bylaws and charter	permanently
Payroll records and summaries	7 years
Personnel files	7 years after termination/retirement
Petty cash vouchers	3 years
Retirement and pension records	permanently
State annual reports	permanently
Tax returns and worksheets	permanently
Timesheets	7 years
Withholding tax statements	7 years
Year-end financial statements	permanently

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