

## BETHEL PARK PUBLIC LIBRARY

**POLICY NUMBER:** 112

**TITLE:** Record Retention and Document Destruction Policy

**DATE ISSUED:** November 2009

**PURPOSE:** To comply with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act in order to eliminate accidental or innocent destruction of documents related to library business.

### STATEMENT OF POLICY

1. Bethel Park Public Library (BPPL) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.
2. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records 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.
3. In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, BPPL shall not knowingly destroy a document with the intent to obstruct or influence and "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States..or in relation to or contemplation of such matter or case."
4. If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.
5. The following document retention policy will be followed:

<b><u>Type of Document</u></b>	<b><u>Retention</u></b>
Accounts receivable and payable ledgers	7 years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently
Articles of Incorporation, Charter, Bylaws, minutes and other incorporation records	Permanently
Bank reconciliations	3 years
Bank Statements, deposit records, electronic fund transfer documents, cancelled checks	3 years
Chart of Accounts	Permanently

Contracts, mortgages, notes and leases (still in effect)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Depreciation schedules	Permanently
Employment applications	3 years from making the record or taking the personnel action
Garnishments	7 years
Insurance policies, records, current accident reports, claims (still in effect)	Permanently
Insurance policies, records, accident reports, claims (expired)	3 years
Inventory records	7 years
Invoices (to customers, from vendors)	7 years
Loan documents and notes	Permanently
Personnel files (employee demographic information and compensation records)	7 years
Personnel files (payroll records and summaries including records related to employee's leave)	7 years
Personnel files (terminated employees)	7 years after termination
Retirement and pension records including Summary Plan Descriptions (ERISA)	Permanently
Tax Returns and worksheets	Permanently

Trademark registrations and copyrights

Permanently

Workers' Compensation documentation

10 years after 1<sup>st</sup>  
closure