



Palmyra Community Library Records Retention Policy

Purpose

The primary goal of the Palmyra Community Library Records Retention Policy is to:

- Establish a guideline for complying with legal, fiscal and administrative requirements for records retention as outlined in New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs law.
- Maintain a consistent records management program.
- Consider the historical value of documents before disposal.

For the purposes of this policy, “records” refers to both paper and electronic documents and files, including email. Therefore, any electronic records that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time.

Administration

The Director shall be the Administrator of the Records Retention Policy. The Administrator’s responsibilities include supervising and coordinating the retention, destruction, and disposal of documents pursuant to the Document Retention Schedule outlined in this policy.

Confidentiality

New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1999, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee of Open Government.

Emergency Planning

The Palmyra Community Library records will be stored in a safe, secure, and accessible location. Documents and financial files that are essential to system operations will be duplicated and/or backed-up regularly and maintained off-site.

Records Retention Schedule

Record	Years Retained
Accounts Payable Ledgers and Schedules	7 years
Accounts Receivable Ledgers and Schedules	7 years
Audit Reports (internal and external)	Permanently
Bank Reconciliations	7 years
Bank Statements	7 years
Board of Trustee Meeting Minutes	Permanently
Cash Disbursements and Receipts	7 years
Cancelled Checks (important or special purchases)	Permanently
Cancelled Checks (routine purchases)	7 years
Charter, Bylaws, and Amendments	Permanently
Chart of Accounts	Permanently
Claim Sheets, Vouchers, and Supporting Bills	7 years

Correspondence (legal and potentially significant matters)	Permanently
Correspondence (patrons and vendors)	2 years
Depreciation Schedules	Permanently
Employee Benefit Plans	Permanently
Employee Application	3 years
Employer Identification (EIN)	Permanently
General Ledger and Journal	Permanently
Grant Applications, Agreements, Narratives, Evaluations, and Closeout Reports	7 years after close of grant
Insurance Policies	Permanently
Insurance Records, Accident Reports Workers Compensation, and other Claims	Permanently
Internal Audit Reports	6 years
Inventories of Materials, Equipment, and Supplies	7 years or until item is disposed
IRS Exemption Determination Letter (Federal and State)	Permanently
Licenses and Permits	Permanently
Payroll Records	7 years
Personnel Files	Permanently
Policies and Procedures Manual	6 years after revised and archived
Property Deeds, Mortgages, and Bills of Sale	Permanently
Property Leases	Permanently
Property Tax	Permanently
Receiving paperwork from Technical Services	1 year
Retirement and Pension Records	Permanently
Long-Range Plans/Plans of Service	7 years after expiration
Tax Returns, Worksheets, and Rulings	Permanently
Timesheets	7 years
Trademark Registrations and Copyrights	Permanently
Year-End Financial Statements	Permanently

Document Destruction & Disposal

The Library Director is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction and disposal. Destruction of financial and personnel-related records will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Unauthorized removal or modification of records from the Palmyra Community Library is not permitted. Destruction or disposition of records not in accordance with the Records Retention Schedule is prohibited.



Palmyra Community Library Records Retention Policy

Ongoing Use Evaluation

The Records Retention Policy will be periodically evaluated in relation to the mission of the Palmyra Community Library and in accordance with all local, state, federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the Document Retention Schedule as necessary. Modifications must be reviewed and approved at a regular meeting of the Board of Trustees.

Questions or concerns regarding Palmyra Community Library records or this policy should be forwarded to the Director.

Adopted: March 20, 2025