

## 505 - Retention & Disposal of Library Records

Section R.S. 44:411 of the Louisiana Revised Code

### General Summary

Section R.S. 44:411 of the Louisiana Revised Code requires that all public entities maintain records either permanently or for a limited number of years. General guidelines and lists have been prepared by the state to assist these entities in determining the time period that records should be maintained and the disposal process.

The Fiscal Officer of the DeSoto Parish Library will maintain all records. No records shall be destroyed, transferred or disposed of without the knowledge of the Fiscal Officer or in violation of this policy.

The Fiscal Officer will maintain the list of all records and destruction dates for non-permanent records. The Fiscal Officer and Director will review this list to update and determine which records should be destroyed. The Board of Trustees will approve all disposal lists. This list, once approved, will become a part of the minutes of the board.

Records can be in the form of electronic media, print or tape. They will be classified as permanent and non-permanent.

The Louisiana Records Management program oversees the records retention schedule review and approval process.

### Permanent

- Parish Library Board Bylaws
- Policy Manuals
- Parish Library Board Meeting Minutes
- Annual Reports to the State Library
- Correspondence – Policy – related
- Planning Documents – Final Approved
- Budgets – Original
- Audits
- Blueprints/Plans
- Non-Permanent

## Nonpermanent

### Board/Governing Body

- Parish Library Board Meeting Tapes, 3 years

### Administrative Files

- Correspondence – Routine, 1 year
- Correspondence – General (subject related), 3 years
- Complaint Records, 3 years
- Patron Accident, Incident and Disciplinary Files, 5 years
- Internal Staff Meeting Files, 2 years
- E-rate Files, 5 years
- Grant Files, 3 years
- Other Federal Grants, 5 years

### Personnel – Employee

- Applications for Employment – Not Hired, 2 years
- Employment Selection Records, 2 years
- Employment Announcements, 2 years
- Applications for Employment – Hired, 5 years
- Employee Disciplinary Reports, 5 years
- Employee Training and Educational Records, 5 years
- Employment Eligibility (I-9), 3 years
- Employee Benefits – Insurance, 5 years
- Employee Benefits – Non- Insurance, 5 years
- Performance Appraisals, 5 years

### Personnel – Payroll

- Employee Deduction Authorizations, 4 years
- Employees Earnings Records, 4 years
- Federal Tax Records (W2, 1099, FICA, etc.), 4 years
- W-4, 4 years
- Direct Deposit Authorization, 4 years
- Deferred Compensation Records, 5 years

## Personnel

- Time & Attendance Records (includes time & recap sheets, vacation & leave, comp. time), 3 years
- Employee Injury Records, 30 years
- Workers' Compensation Files, 30 years
- Grievances, 5 years

## Financial

- Journal entries/General Ledger, 5 years
- Balance Sheet, 5 years
- Deposit Slips and Cancelled Checks, 3 years
- Invoices, 3 years
- Bank Statements and Reconciliations, 5 years
- State Tax Returns, 5 years
- Accounts Payable/Receivable, 3 years

## Building/Equipment

- Requests for Bid, Proposals, RFPs, 4 years
- Contracts/Agreement for Services, 5 years
- Purchases/Order Records, 3 years
- Inventory and Depreciation Schedules, 5 years
- Insurance Policies, 5 years
- Appraisals, Surveys, Reports, 5 years
- Maintenance History, 2 years

## Library Records

- Patron registration files, 1 years
- Computer sign-in sheets, until usage recorded
- Program Files, 3 years
- Circulation Record, until items returned
- Training/Workshop (Staff Presentations and Workshops Materials), 5 years
- Inter Library Loan Records, 3 years
- Overdue Files, until paid in full or issue resolved

## Reporting

The Fiscal Officer will report to the Library Board of Trustees on an annual basis any request to destroy public records.