



## Retention and Disposition of Records

The records of the LaGrange Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department and the *Records Retention Schedule of the National Council of Nonprofit Associations*. These current *Schedules* are attached.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1* and the *National Council of Nonprofit Associations Record Retention Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to insure compliance with the *Freedom of Information Law*.

**Records Retention and Disposition Schedule MU-1**  
***Library Records***

1. [304]	<b>Incorporation, chartering and registration records:</b> Retention: PERMANENT
2. [305]	<b>Accession records:</b> Retention: 1 year after accessioning procedure becomes obsolete  <i>Note:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3. [306]	<b>Directory of public library system and member libraries</b> , prepared by public library system (member library's copy): Retention: 0 after superseded or obsolete
4. [307]	<b>Borrowing or loaning records</b> , including interlibrary loan: Retention: 0 after no longer needed
5. [308]	<b>Catalog of holdings:</b> a. Manuscript or published catalog Retention: PERMANENT  b. Continuously updated catalog Retention: 0 after superseded or obsolete
6. [309]	<b>Individual title purchase requisition</b> which has been filled or found to be unfillable: Retention: 1 year
7. [310]	<b>Records documenting selection of books</b> and other library materials: Retention: 0 after no longer needed
8. [311]	<b>Library material censorship and complaint records</b> , including evaluations by staff, patrons' complaints and record of final decision: Retention: 6 years after last entry  <i>Note:</i> Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research
9. [312]	<b>Patron's registration</b> for use of rare, valuable or restricted non-circulating materials: Retention: 6 years

## ***Business Records***

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years