

Records Retention

The Cuba Circulating Library shall use the following schedule with regards to retention of financial records, personnel records and official documents of Board of Trustees business such as minutes.

General

| | |
|--|---------------------------------|
| Official minutes, including all records accepted as part of minutes. | Permanent |
| Agenda for meeting of governing body | 1 year |
| Legal opinion or directive rendered by government agency | Permanent |
| Local rule, regulation, resolution, proclamation or court order | Permanent |
| Legal agreement, including contract, lease | 6 years |
| Grants applications, proposals, narrative, evaluation, annual report | Permanent |
| Grants background material, fiscal records | 6 years |
| Copy of literature other materials made available to public | Permanent |
| File on instructional course or program | 1 year |
| Opinion survey results, including copy of survey form | Permanent |
| Completed survey forms | 0 after results Prepared |

Budget

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|--|------------------|
| Budget preparation file including estimates by department heads, Staffing requests, estimates of revenues/expenditures, service narrative. | 6 years |
| Annual Budget – official when not included in minutes | Permanent |
| Annual Budget when included in minutes | 6 years |
| Special budget filed with State Agency | Permanent |
| Budget status report on receipts/expenditures/encumbrances: | |
| Cumulative report | 6 years |
| Monthly report | 1 year |

Accounting

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|--|-----------------|
| General ledger showing summary reports and disbursements | 10 years |
| Check register, transfer of funds register, bills presented for payment | 6 years |
| Intermediary fiscal record of receipts and disbursements – trial Balance worksheet and adding machine tapes | 6 years |

Audit

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|---|------------------|
| Audit filed by outside auditing firm | Permanent |
| Audit background documentation including summaries, posting records, And related records created as part of the auditing procedure | 6 years |
| Audit hearing or review file | 6 years |

Banking

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|---|----------------|
| Bank statements, notice of voiding or return of check, cancellation of Payment or other notice for checking or savings | 6 years |
| Canceled check or other instrument of payment | 6 years |
| Copy of check or check stub | 6 years |
| Deposit slip | 6 years |

Payroll

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|--|--|
| Year end payroll including gross/net pay, taxes and all deductions | 55 years |
| Employee's time sheets & records of absences or accruals | 6 years |
| Employee's voluntary payroll deduction request | 5 years after Form is filed |
| Employee's personal earnings record (W-2) | 6 years |
| Quarterly report of wages paid prepared for Social Security | 6 years |
| Employer's copy of form 940, 941E or other tax forms | 5 years |

Employer's withholding Exemption Certificate (W-4) **5 years**

Employer's copy of NYS employee income tax records **5 years**

Purchasing

Purchase order used to obtain materials, supplies or services **6 years**

Invoice statement, packing slips **6 years**

Standing order file used for purchase of materials **6 years**

Performance Guarantee or written warranty for products **6 years after Expiring**

Library Information

Incorporation, chartering and registration records **Permanent**

Directory of system members **Current only**

Interloan records **Current only**

Disposition

Dispose of records not needed annually by shredding, incineration or landfill.