



# **Records Retention & Disposition Schedule**

**GCPL Records Commission Approval Date: October 11, 2017**

**76 East Market Street  
Xenia, OH 45385-0520  
(937) 352-4000**

## Table of Contents

Public Records Policy	i - iv
Board of Trustee Records	1
Director Records	3
General Administration Records	4
Adult Services Records	16
Automation Records	17
Circulation Records	19
Community Information Records	20
Email Records	22
Financial Records	24
Greene County Room Records	29
Human Resource Records	30
Innovative Sierra Records	33
Maintenance Records	35
Outreach Records	38
Reference Records	39
Resource Sharing Records	40
Staff Training Records	43
Technical Services Records	44
Web Content Records	45
Youth Services Records	46

## **Public Records Policy**

### **Excerpt from Public Service Manual - pages 34 - 36**

#### **4F. Public Access to Library Records [approved 09/12/2007]**

It is the policy of the Greene County Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Greene County Public Library to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

##### **a) Public records**

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Greene County Public Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of the Greene County Public Library that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

##### **b) Record requests**

Each request for public records should be evaluated for a response using the following guidelines:

- A request for public records is made to the Library Director.
- Requests may be made:
  - by telephone (937) 352-4000.
  - on-site in the Administration Office, Second Floor, Xenia Community Library. On-site review of public records is made in the presence of the Library Director or his/her designee during the business hours of 10:00 a.m. to 5:00 p.m., Monday through Friday (except holidays).
  - or by mail to Library Director, Greene County Public Library, PO Box 520, Xenia, OH 45385.
  - or by FAX to Library Director, Greene County Public Library, 937-372-4673.
  - or by email to Library Director, Greene County Public Library, [comments@gcpl.lib.oh.us](mailto:comments@gcpl.lib.oh.us)

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested, except to the extent necessary to permit the Library to comply with requests to mail or email documents to the requester.

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up.

All requests for public records must either be satisfied or be acknowledged in writing by the (public office) within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

**c) Costs for Public Records**

Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies is 5 cents per page.
- The charge for downloaded computer files to a compact disc is \$1 per disc.
- There is no charge for documents e-mailed.

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. Prepayment of copying and delivery costs is required.

**d) E-mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

**e) Failure to respond to a public records request**

The Greene County Public Library recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Greene County Public Library's failure to comply with a request may result in a court ordering the Library to comply with the law and to pay the requester attorney's fees and damages.

**f) Records Commission**

The Records Commission is composed of the members and the clerk of the Greene County Public Library Board of Trustees. The Records Commission is responsible for reviewing applications for one-time disposal of obsolete records, and schedules of records retention and disposition submitted by any employee of the library. The Records Commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule. The Records Commission meets at least once every twelve (12) months. The annual meeting of the Records Commission is held in the month of April.



## Schedule of Records Retention and Disposition (RC-2)

### *Board of Trustees*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-BRD-01	<b>Annual Reports to the Board of Trustees</b> These records document the Library's services and finances over the previous year. They are presented to the Board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the Library/system over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the Library/system.	Permanent	Public	RC-3 Required
17-BRD-02	<b>Board Member Appointment Files</b> These records consist of correspondence of the Board and other supporting documents relating to the appointment of a Greene County citizen to serve on the Library's Board of Trustees by either the Greene County Commissioners or the Greene County Court of Common Pleas. These records are preserved permanently to document the institutional memory of the Library/system.	8 years	Public	RC-3 Required
17-BRD-03	<b>Board of Trustees Minutes &amp; Meeting Materials</b> These records are meeting minutes and attachments that document all matters brought before the Board of Trustees at meetings. These records document all changes to policies, resolutions, and correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the librarian/director's report, monthly financial/treasurer's reports, circulation reports, budgets, financial audits, committee reports, and minutes, library flyers, newspaper clippings, or publicity materials concerning the Library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. These records are preserved permanently to document the institutional memory of the Library/system. NOTE: If audio and/or video recordings of a meeting are transcribed, the recordings can be destroyed 90 days after the minutes have been approved and published.	Permanent	Public	RC-3 Required
17-BRD-04	<b>Bylaws</b> These records state the purpose of the Library/system, establish the structure and responsibilities of the Board, and state the manner in which the Library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the Board. These records are preserved permanently to document the institutional memory of the Library/system.	Permanent	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Board of Trustees*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-BRD-05	<p><b>Policy Manuals</b></p> <p>These records are policy manuals, such as the Public Service Policy Manual, Collection Development Policy, Collections Maintenance Plan, Personnel Policy Manual, Emergency Procedures Manual, and Disaster Plan, and may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the Library will comply with statutory regulations, such as the Americans with Disabilities Act, Ohio Public Records Law, Ohio Sunshine Law covering patron confidentiality law, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the Board.</p> <p>NOTE: Generally a copy of policies and policy changes are kept permanently in the Board of Trustees meeting materials (see Board of Trustees Minutes &amp; Meeting Materials).</p>	3 years	Public	RC-3 Required
17-BRD-06	<p><b>Public Records Commission</b></p> <p>These records include all documents relating to the administrative duties of the commission, which is made up of the members of the Library's Board of Trustees. This may include meeting minutes, correspondence, public records policy, records retention and disposal schedules (RC-2), one-time disposal forms (RC-1), disposal forms (RC-3) and other related documents.</p>	Permanent	Public	RC-3 Required





## Schedule of Records Retention and Disposition (RC-2)

### *Director*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-DIR-01	<p><b>Annual Reports to the State</b></p> <p>These statistical reports are submitted to the state annually. They describe the governing structure of the Library/system, its size, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures.</p> <p>NOTE: These reports are retained by the State Library of Ohio.</p>			
17-DIR-02	<p><b>Director's Board Reports</b></p> <p>These reports to the Board of Trustees summarize current issues facing the Library, such as the administrative report and the communications report. The reports can be both narrative and statistical in nature and include information received from department heads, coordinators, and the assistant director.</p> <p>NOTE: These reports are included in the Board of Trustees meeting materials (see Board of Trustees Minutes &amp; Meeting Materials).</p>			
17-DIR-03	<p><b>Open Records Requests</b></p> <p>These records document any requests for information or public records maintained by the Library. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>	2 years	Public	RC-3 Required
17-DIR-04	<p><b>Strategic Planning - Final Approved Plan</b></p> <p>This record is the final version of the strategic plan that is approved by the Board of Trustees.</p> <p>NOTE: This final approved plan is included in the Board of Trustees meeting materials (see Board of Trustees Minutes &amp; Meeting Materials).</p>			



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-01	<b>Accident / Illness Report</b> These records give details about any unexpected incidents on the Library premises by patrons (non-employees) or staff. They list the location, witnesses, person injured, and type of injury or property damage. These reports are reviewed and signed by relevant staff. A copy is sent to the supervisor and the Director. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	8 years	Public	RC-3 Required
17-GEN-02	<b>Agreements</b> These records are agreements, such as for room use (meeting rooms, study rooms), lap top check out, and Internet use, signed by patrons and may include personal or financial identification information or library barcode number. These documents establish that the patron agrees to abide by the Library's policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. This series may include calendars or sign-up sheets scheduling the use of meeting or study rooms. Agreements are retained until they expire. NOTE: This record series does not include permission forms or letters (See Permission Forms & Letters).	Until No Longer Useful	Confidential	No RC-3 Required
17-GEN-03	<b>Art Collections</b> These records relate to the administration and care of a circulating art collection. They may include committee members list, meeting notes or minutes, documentation about the work, artist biographies, inventory, and other related documents.	2 years	Public	RC-3 Required
17-GEN-04	<b>Bankruptcy Notices &amp; Discharge of Debt Notices</b> These records are notices filed with local government official by individuals who have been declared bankrupt, in order to have debt(s) owed to local government agency dismissed. This may include notification to the Library that certain individuals have filed for bankruptcy and to determine if the individual owes money to the Library and other related bankruptcy documents, such as filing a notice or claim with the court by the Library, the debtor's repayment plan or discharge or debt. Information may include: name of debtor, address, case number, social security number, attorney contact, bankruptcy trustee contact, etc.	5 years	Public	RC-3 Required
17-GEN-05	<b>Blank Forms</b> These are records used to gather and record information either in paper or electronic format.	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-06	<b>Calendars / Planners</b>	Until No Longer Useful	Public	No RC-3 Required
	<p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks.</p> <p>NOTE: A calendars or planner can become a record if it is specifically incorporated into other work-related documents. At this point, that particular calendar or planner becomes an official record and must be retained in accordance with the retention schedule for that record.</p>			
17-GEN-07	<b>Compliments / Complaints / Suggestions</b>	1 year	Public	RC-3 Required
	<p>These records document compliments, complaints, and suggestions received and actions taken concerning any aspect of the Library or its services or staff. Retain until date of completion if action taken.</p> <p>NOTE: Permanent if record becomes part of a personnel file.</p>			
17-GEN-08	<b>Contest Entry Forms</b>	Until No Longer Useful	Confidential	No RC-3 Required
	<p>These records are used to award prizes for contests. The form may include names, contact information, school, grade and age and be used to accompany contestant entries, such as original artwork or writing samples. Retain until determination of the contest winner.</p>			
17-GEN-09	<b>Department Budgets</b>	2 years	Public	RC-3 Required
	<p>These records are used to prepare the department budget. They may include planning materials, current budget, quotes, research material, requests from staff for requested items.</p>			
17-GEN-10	<b>Department Employee Files</b>	30 days	Public	RC-3 Required
	<p>These records are kept by the supervisor for department related purposes about an employee. This may include records, correspondences, employee time-off requests (personal, comp time), birthday time-off forms, documenting absences or tardiness, documentation to be used in evaluations, copy of annual evaluation, meeting notes, and other relevant material. Retain until no longer a Library employee.</p> <p>NOTE: Transfer to the Human Resource Officer when no longer useful to the department of origin.</p>			



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-11	Department Material Orders	Until No Longer Useful	Public	No RC-3 Required
	These records relate to the process and management of selecting materials by department selectors (Adult Services, Reference, AV, Youth Services, and Local History & Genealogy) for the Library collection. This may include book reviews, marked catalogs, yearly order lists, inventories, correspondence, standing orders, tally of purchases by location, community profiles, and other related records.			
17-GEN-12	Department Reports	2 years	Public	RC-3 Required
	The reports are both narrative and statistical in nature and may include information from staff, supervisors, branch heads, coordinators, and the assistant director.			
17-GEN-13	Department Supply Requests	Until No Longer Useful	Public	No RC-3 Required
	These records relate to requesting and managing the supplies and special orders, such as displays and other items not regularly stocked by the Library. They may include supply requisition forms, supply requisition lists, special order request forms, printed materials order forms, and other related records.			
17-GEN-14	Directories / Contact Lists	Until No Longer Useful	Public	No RC-3 Required
	These records are directories or contact lists created by Library staff in order to facilitate communication with other staff or specific individuals, companies, or other organizations that have a commonality that necessitates being grouped together, such as staff directories, community agencies, schools, publicity contacts, professional contacts, and phone trees. This record may include name, address, telephone number, email address, and fax numbers. This information may be kept on a printed sheet, rolodex, email address book, and databases. NOTE: This record series does not include patron records (see Patron Database).			
17-GEN-15	Display / Exhibit Files	Until No Longer Useful	Public	No RC-3 Required
	These records describe a library display or exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. Retain until the exhibit closes. NOTE: Transfer to the Greene County Room when no longer useful to the department of origin.			



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-16	<b>Donor File - Monetary Donations</b> These records contain information about donors of monetary contributions to the Library. These donations may be used for construction, equipment, special projects, library programs, memorial gifts, etc. Information in the file may include the donor name, contact information, the amount of money donated, and an inventory of the items purchased with the funds, and the name of the person memorialized. These files may include receipts for donations, letters of acknowledgment, and supporting documentation.	2 years	Public	RC-3 Required
17-GEN-17	<b>Donor File - Property Donations</b> These records contain information about donors of property (such as books, memorial items, artwork, furniture, computers, etc.) to the Library. Information in the file may include the donor name, contact information, and an inventory of the items. These files may include signed deed of gift forms, receipts for donations, letters of acknowledgment, and supporting documentation. Retain while the item is in the possession of the Library. NOTE: This record series does not include archival donations (see Archival-Donor Files).	2 years	Public	RC-3 Required
17-GEN-18	<b>Door Count Logs</b> These are records used to compile the count of individuals entering or exiting the library building or in areas or rooms within the library. The count can be recorded manually, such as a sign-in book or electronically, such as a door counter or security gate. This statistical information is usually gathered to be included in other reports, such as department reports.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-19	<b>Drafts</b> These are drafts of documents, publications, meeting minutes, or any other work-related record that can be discarded once the final draft is completed or approved.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-20	<b>Duplicates</b> These records are copies of originals that exist elsewhere, either in hard copy or in electronic format. NOTE: If in doubt about the location of the original, contact the Records Manager.	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-21	<b>Electronic Files</b> These are records generated electronically that serve as the original copy. They may include correspondence, publications, presentations, or other forms of text-based documents. NOTE: Must be retained in accordance with the retention schedule for the content of that record.	See Note	Public	RC-3 Required
17-GEN-22	<b>Employee (Yellow) Copy - Time Sheet</b> The employee will receive the yellow copy of the time sheet after the supervisor has signed the original time sheet form.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-23	<b>Employee Copy - Birthday Time-Off Form</b> This is the employee's copy of the birthday time-off form that includes the date of birth, number of time-off hours and the date range within which to schedule the time-off.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-24	<b>Employee Copy - Vacation Request Form</b> This is the employee's copy of the request for vacation.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-25	<b>Finding Aids &amp; Pathfinders</b> These records are created by Library staff in order to assist staff and patrons in finding information, using paper, audio, or databases. This may include bibliographies, Hard-to-Find Facts, Song Index, Play Index, Current Greene County Elected Officials, and tickle files.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-26	<b>Friends of the Library</b> These records relate to the activities of any outside group that is organized specifically to support library projects or has a very close working relationship with the Library (or a community library or a particular department such Children's or Genealogy), for example the Yellow Springs Library Association, Greene Chapter-Ohio Genealogical Society, and Beavercreek Friends of the Library. The files may include meeting minutes, ordinance, project files, receipts, programs, membership lists, and other related records.	1 year	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-27	<b>General Correspondence</b> These records do not pertain to a specific project or part of another record series, and they are often organized chronologically or by correspondent's name. General correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. NOTE: Correspondence pertaining to a specific project or another record series should be filed with that project or record series.	1 year	Public	RC-3 Required
17-GEN-28	<b>Grant Files</b> These records document grants from federal and other sources, from Yellow Springs Foundation, Ohio Humanities Council, the Gates Foundation and any others. They may include planning session documents, financial materials, meeting notes, the grant application, contracts with builders, files from construction, and final reports.	5 years	Public	RC-3 Required
17-GEN-29	<b>Hyperlinks - Website</b> These records are informal and temporary in nature and are used to link information, such as bookmarks, Delicious accounts and RSS feeds.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-30	<b>Instruction Manuals</b> These records include any documentation that instructs how to assemble, use, operate, order parts for and repair a piece of equipment, furniture or other items. They may include AV equipment, typewriter, desk, shelving, security gates, and digital camera. Retain until the Library no longer owns the item. NOTE: Transfer warranty information to the Fiscal Officer.	Until No Longer Useful	Public	No RC-3 Required
17-GEN-31	<b>Key Logs</b> These records manage the inventory and distribution of library keys, such as keys for building doors, equipment, and vehicles. This may include inventory sheet, key box identification sheet, staff sign-out & sign-in forms, lost key documentation and other related documents. NOTE: Transfer to Human Resources Officer when no longer useful to the department of origin.	30 days	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-32	<b>Labels</b>	Until No Longer Useful	Public	No RC-3 Required
	These records are used to convey a discrete piece of information, such as call numbers, bar codes, genre stickers, name tags, delivery labels, shelf labels, and Search Ohio labels.			
17-GEN-33	<b>Legal Opinions</b>	5 years	Public	RC-3 Required
	These records consist of correspondence with the attorney who provided legal counsel to the Library. Retain until date is superseded or obsolescence of the opinion. NOTE: Some items in this series may contain information of a confidential nature that is exempt from public disclosure as under Ohio law. A request may be denied in part or whole on this basis.			
17-GEN-34	<b>Litigation Files</b>	5 years	Public	RC-3 Required
	These records document any litigation to which the Library is a party. They may include depositions, transcripts, decisions, police reports, correspondence, data, exhibits, research materials, reports, press releases, media clippings, and other related records. NOTE: Some items in this series may contain information of a confidential nature that is exempt from public disclosure as under Ohio law. A request may be denied in part or whole on this basis.			
17-GEN-35	<b>Meeting Records - Internal</b>	2 years	Public	RC-3 Required
	These are records of meetings entirely or primarily consisting of Library staff. They may be regularly scheduled meetings, such as Council, Reference, Branch Heads, Collections Development, Circ Roundtable, Children's Council, or ad hoc committee meetings, such as Web Site Committee, Holiday Committee and R&I Committee. Records may include agendas, meeting minutes, distribution materials, and other related records.			
17-GEN-36	<b>Membership - Professional / Civic Organizations</b>	Until No Longer Useful	Public	No RC-3 Required
	These are records relating to staff participation (member, committee, officer, Board of Trustees) in a professional or civic organization that directly relates to their job and is endorsed by the Library, such as the Ohio Library Council, Public Library Association, Society of American Archivists, Rotary, United Way, OhioNet. Records may include meeting minutes, directories, newsletters, projects, and other related records. Retain for duration of membership.			





## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-37	<b>Newspaper Clippings / Periodical Articles</b> These records include clippings or articles from local, regional, or other publications that document newsworthy information or events about the Greene County Library system. NOTE: Transfer to the Greene County Room when no longer useful to department of origin.	30 days	Public	RC-3 Required
17-GEN-38	<b>Patron Incident &amp; Security Files</b> These records document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians, including police reports and emergency calls. NOTE: Transfer to the Assistant Director when no longer useful to the department of origin.	8 years	Public	RC-3 Required
17-GEN-39	<b>Payment Receipt</b> This receipt should be given to the patron when payment is made.	Until No Longer Useful	Confidential	No RC-3 Required
17-GEN-40	<b>Photograph Images &amp; Release Forms</b> These records are images of Library events, projects, and staff are taken to document activities and/or to accompany press releases. Release form(s) signed by the subject(s), parents or guardians giving the Library permission to reproduce the image should be kept with the photograph(s) and all other documentation identifying the event, people, date and location. NOTE: Staff taking photographs, in the scope of their employment, using their personal cameras must transfer those photographs to the Library's server or provide copies. Transfer to the Greene County Room when no longer useful to the department of origin.	30 days	Public	RC-3 Required
17-GEN-41	<b>Postal Mail - Non Record</b> Postal mail, letters, flyers, postcards, catalogs or other products sent or received through the postal service that do not meet the criteria of the Ohio Revised Code of a "Record" may be discarded immediately or when no longer useful. This may include any mail created or received that is not work related (personal) or unsolicited mail (junk mail, catalogs, promotional material). NOTE: This type of mail can become a record if it is specifically incorporated into other work-related documents. At this point, that particular mail becomes an official record and must be retained in accordance with the retention schedule for that record.	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-42	Post-Its & Notes	Until No Longer Useful	Public	No RC-3 Required
	<p>These are post-its and notes that serve to record information of temporary importance, correspond transient or non-substantive messages or in lieu of brief oral communications. This may include notes taken during a meeting that are for a person's reference, a note to remember something ("Call John at 4:00"), or post-it on a book ("please change the location code").</p> <p>NOTE: Post-it notes can become a record if it is specifically incorporated into other work-related documents. At this point, that particular post-it or notes becomes an official record and must be retained in accordance with the retention schedule for that record.</p>			
17-GEN-43	Procedures	Until No Longer Useful	Public	No RC-3 Required
	<p>These records are generally a process or series of steps especially of a practical or mechanical nature involved in a particular form of work. They may include circulation check out, reference desk procedures, person in charge, or resurfacing CD-ROMs.</p>			
17-GEN-44	Project Files	30 days	Public	RC-3 Required
	<p>These records contain correspondence, price quotes, schedules, planning documents and any other relevant material relating to a specific project involving Library staff. This may include internal projects, such as arranging office space, installing new shelving, and book sales, or external projects, such as Daybreak-Safe Place for Youth, Volunteer Tax Service, Levy Renewal.</p> <p>NOTE: Transfer to Greene County Room when no longer useful to the department of origin.</p>			
17-GEN-45	Public Program Activity Projects	Until No Longer Useful	Public	No RC-3 Required
	<p>This is an activity project that was part of a public program created or sponsored by the Library and the project was left behind or unclaimed by the attendee of the program.</p>			
17-GEN-46	Public Program Files	30 days	Public	RC-3 Required
	<p>These records contain documents relating to public programs that provide information and/or activities created or sponsored by the Library such as story time, classes (crafts, knitting, genealogy), readathon, book discussions, and after school programs. Programs may be presented using a mobile training lab or streaming video published on the Internet (library website, YouTube). This may include planning documents, program outline, correspondence, book lists, brochures, handouts, supply lists, evaluations, statistical information, presentations, digital recordings, and other relevant records.</p> <p>NOTE: This record series does not include registration information (see Public Program Registration). Transfer to Greene County Room when no longer useful to the department of origin.</p>			



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-47	<b>Public Program Registration</b>	Until No Longer Useful	Confidential	No RC-3 Required
	<p>These records document individuals who registered to attend a public program given by or sponsored by the Library. A sign-up sheet, paper form, or electronic form may be used. It may include name, address, age, and contact information.</p> <p>NOTE: If a registration form is used to serve another purpose then the record series that describes that purpose may require a RC-3 with the longest retention period taking precedence, however the record remains confidential, such as using the registration form to enter a contest or to keep track of completing activities for a program.</p>			
17-GEN-48	<b>R&amp;I (Rewards &amp; Incentives Program)</b>	5 years	Public	RC-3 Required
	<p>These records relating to the administration of the R&amp;I Program. They may include merchandise inventory, merchandise request forms, coupons for items and/or time off, year end reports, and budget allotments.</p>			
17-GEN-49	<b>Release of Liability and Medical Treatment Consent</b>	2 years	Confidential	RC-3 Required
	<p>These records grant permission from parents or guardians allowing minors to participate in Library programs either on or off Library property, such as movies or field trips. This may include personal information such as name, birth date, contact information and emergency information. A parent's or guardian's signature is required for minors.</p> <p>NOTE: Transfer forms or letters to the Fiscal Officer after the program.</p>			
17-GEN-50	<b>Request - Addition of Library Material</b>	Until No Longer Useful	Confidential	No RC-3 Required
	<p>These records are requests by patrons for materials they would like to see added to the Library collection. The information contained in these files may include patron name and contact information, library card number, and information about the material requested. Follow up materials may also be included, such as the selection committee's decision, ordering information, and correspondence with patron.</p>			
17-GEN-51	<b>Request for Reconsideration of Library Materials</b>	1 year	Public	RC-3 Required
	<p>These records document a request by a patron or group of people that the Library discard or reclassify a specific item in the collection and the Library's response and action if any.</p>			



## Schedule of Records Retention and Disposition (RC-2)

### General Administrative

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-52	<b>Signs</b>	Until No Longer Useful	Public	No RC-3 Required
	These records are informal and temporary in nature and are used to convey information, instructions, announcements, or rules. This may include holiday closings, "out-of-order," "no food or drink allowed," prices for copies, "meeting is upstairs," and how to search the catalog.			
17-GEN-53	<b>Strategic Planning Documentation</b>	30 days	Public	RC-3 Required
	These records are used to outline the mission and long-term goals of the Library. A consultant, management team, staff, Board, and/or community members may assist in preparing the plans. NOTE: These records are used in developing the final strategic plan (see Strategic Planning - Final Approved Plan). Transfer to the Library Director when no longer useful to the department of origin.			
17-GEN-54	<b>Student Internship Files</b>	4 years	Confidential	RC-3 Required
	These records are used to document an internship offered by the library offered to a student of a the trade school, institution of higher education or other entity that requires a student to complete an internship to earn an academic degree, licensure or certification. Records may include internship agreement, background checks, project outline, work assignments, work schedule, time sheets, evaluations, final report and signed forms authorizing the release of disclosed information for the student.			
17-GEN-55	<b>Subject Files</b>	30 days	Public	RC-3 Required
	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. For topics of continuing interest, files may be segmented into annual files. This may include humor files, Intellectual Freedom, studies, and research material.			
17-GEN-56	<b>Tracking Forms</b>	Until No Longer Useful	Public	No RC-3 Required
	These are records used to track a book through a number of processing steps for work-flow management, routing slips used to track the delivery and return of an item.			
17-GEN-57	<b>Voice Mail Messages</b>	Until No Longer Useful	Public	No RC-3 Required
	These records are incoming telephone calls recorded on voice mail systems or answering machines.			



## Schedule of Records Retention and Disposition (RC-2)

### *General Administrative*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GEN-58	<p><b>Volunteer / Community Service Files</b></p> <p>These records document volunteer or community service workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the release of employee information, correspondence with program officers, timesheets, and schedules. Retain while the individual is volunteering at the Library.</p>	4 years	Confidential	RC-3 Required
17-GEN-59	<p><b>Work Schedules</b></p> <p>These records relate to when an employee is scheduled to work and/or to tasks that need to be accomplished within a scheduled time during Library hours of operation. This may include the activity, date, number of hours and location, schedule change requests, such as department work schedules, delivering items to patrons (book mobile, Outreach), newsletter publication schedule, and administrators working public service desks.</p>	4 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Adult Services

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-ADU-01	<b>Adult Summer Reading Program</b> These are records relating to the administration of the program. This may include program ideas, manuals, completion forms, record keeping, statistics, planning documents, and other related records. NOTE: This record series does not include registration forms (see Public Program Registration).	2 years	Public	RC-3 Required
17-ADU-02	<b>Electronic Resources</b> These records relate to the selection of electronic resources, such as E-audio books, reference databases, and Live Homework Help. This may include vendor information, correspondence, and other related records. NOTE: Transfer original contracts to the Fiscal Officer.	2 years	Public	RC-3 Required
17-ADU-03	<b>Lease Materials</b> These records relate to ordering of leased materials, such as Baker & Taylor Lease or Land Mark Audio Lease. They may include vendor information, order forms, correspondence, and other related records. NOTE: Transfer original contract to the Fiscal Officer.	2 years	Public	RC-3 Required
17-ADU-04	<b>Rotating Collections</b> These records document system-owned materials that are boxed and rotate from library to library on a monthly basis. These may be referred to as "pool collections," such as large type books, DVDs, VHS, books on CD, books on cassette, and paperbacks. The location codes are changed before items are circulated. An inventory can be created using "Create Lists." When the box is returned, all items are checked, and broken or missing items are replaced. NOTE: Schedules relating to rotating collections (see Work Schedules).	Until No Longer Useful	Public	No RC-3 Required

## Schedule of Records Retention and Disposition (RC-2)

### Automation

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-AUT-01	<b>Electronic Equipment Inventories</b> These records list each computer, software license, and peripheral equipment used by Library patrons and staff as well as servers, network and telecommunications equipment. They may identify the model number, manufacturer, location, connections, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses, and allocations assigned to each device. They may be current inventories, item specific (brand, age, specifications), or list items that are no longer useful to the Library.	1 year	Public	RC-3 Required
17-AUT-02	<b>Network Usage Logs</b> These records contain information about the use of network services. Libraries determine which logs contain high-risk records, such as those providing security information about system usage. Libraries must maintain logs that track communications considered to be a risk to the agency based on agency operations and the applications affected. The logs may include network operating system logs (such as NT security logging, etc.) or other network monitoring (such as intrusion detection devices, modem pool logs, central web cache logs, network flows generated by routers, firewall logs, DHCP logs, email server logs, web servers logs, NT security logs, UNIX system logs, etc). Retain for an extended time period if the records are needed to meet other issues (e.g., billing, statistics).	Until No Longer Useful	Confidential	No RC-3 Required
17-AUT-03	<b>Security Backup &amp; Recovery Copies of Electronic Records or Programs</b> These records are copies of master files, databases, spreadsheets or other electronic documents. They include copies of programs or instructions necessary to retrieve copied information. NOTE: Retain off-site until replaced or superseded, then delete.	Until No Longer Useful	Public	No RC-3 Required
17-AUT-04	<b>Server Security Reports</b> These records may include the following reports and can be in electronic or paper format: daily events, restricted LID log, info-storage violations, info-storage log, data set traces, logging and violations, daily by-pass label processing, resource tracing, and violation for all platforms and applications.	Until No Longer Useful	Confidential	No RC-3 Required
17-AUT-05	<b>Software</b> These records include the original discs and documentation of software used in the daily functioning of the Library. These may include Sierra Innovative, PC Reservation, Photoshop and Microsoft Office. Retain until no longer supported by the Automation Department. NOTE: Sierra Innovative software is stored off-site at Iron Mountain; all other software is stored in Automation department.	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Automation

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-AUT-06	<b>System Management or Control Records</b>  These records are the logs, journals, reports, and other supporting paperwork required to operate, manage, and control larger computer systems. These records are involved solely with the administration of a system.	Until No Longer Useful	Public	No RC-3 Required
17-AUT-07	<b>User Accounts</b>  These accounts give Library staff access to employee email, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. Retain while individual is employed by the Library.	30 days	Public	RC-3 Required





## Schedule of Records Retention and Disposition (RC-2)

### Circulation

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-CIR-01	<b>Hold Slip</b>	Until No Longer Useful	Confidential	No RC-3 Required
	This slip should be given to the patron when the book is checked out or discarded by staff if the book is not picked up.			
17-CIR-02	<b>Patron Account Designate Forms</b>	Until No Longer Useful	Confidential	No RC-3 Required
	These records are forms that enable a patron to allow or deny access to their library account by other adults, care givers, and family members. These forms may include the Adult Account Designate Form, Parental Access Form, Designate Removal Form, and Grandparent Designate Form.			
17-CIR-03	<b>Patron Registration &amp; Application Forms</b>	Until No Longer Useful	Confidential	No RC-3 Required
	These records contain identifying information for each individual, including contact information, who may borrow materials or use library resources. The forms may include registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet. Cards are typically signed and list personal identifying information.			
<b>17-CIR-04</b>	<b>Shelver - Work Assignments</b>	30 days	Public	RC-3 Required
	These records are usually kept in a folder for each shelver. They may include work assignments, shelf reading, putting away books, employee quizzes, performance logs, photographs, and other related records. NOTE: This record series does not include work schedules (see Work Schedules).			
17-CIR-05	<b>Snag Boxes</b>	Until No Longer Useful	Public	No RC-3 Required
	These records relate to books or other items that cannot be circulated because of a problem (e.g., a record does not match or the item has missing pieces). They might include notes stating the problem or other related records.			



## Schedule of Records Retention and Disposition (RC-2)

### Community Information

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-COM-01	<p><b>Library Newsletters</b></p> <p>These records are publications created either in paper or electronic format to inform the public and staff of events, policies, and other matters of interest about the Library. They may include program calendars, updates on electronic resources, or changes in library policies.</p> <p>NOTE: Transfer a copy to the Greene County Room.</p>	30 days	Public	RC-3 Required
17-COM-02	<p><b>Press Releases</b></p> <p>These records document the development of a press release. They may include requests, approved distribution lists, topical indexes, and official press releases. Some press releases should be preserved permanently to document the institutional memory of the Library. Press releases pertaining to Board of Trustees meetings may be requested by the auditors.</p> <p>NOTE: Transfer a copy of all official press releases and topical indexes to the Greene County Room.</p>	30 days	Public	RC-3 Required
17-COM-03	<p><b>Promotional Activities</b></p> <p>These records document activities that directly promote the Library and the services provided, such as participation in parades, fairs, festivals, Library Foundation Events (Readathon, Spelling Bee, Jewelry Sale, KilKare Night), airing T.V. and radio commercials, public service announcements, hosting a legislative breakfast and food for fines drives. They may include planning documents, quotes, correspondence, schedules, and other related documents, including video and taped copies of the commercials or of the event.</p> <p>NOTE: Transfer to Greene County Room when no longer useful to the department of origin.</p>	1 year	Public	RC-3 Required
17-COM-04	<p><b>Promotional Material</b></p> <p>These are records of material used to promote the Library, such as brochures, handouts, bookmarks, flyers, posters, business cards, and objects marked with the Library's logo, such as shirts, toys, balloons, car visors, and bumper stickers. They may include planning documents, correspondence, and other related records.</p>	30 days	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Community Information

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-COM-05	<b>Publicity - Programs &amp; Events</b>	Until No Longer Useful	Public	No RC-3 Required
	<p>These records provide information about specific Library programs or events. These files may contain a copy of materials developed for publicity and programming, and evaluation forms. They may also include copies of any contacts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission/consent to photograph forms signed by attendees, any donation requests, correspondence, and flyers. These files may include information about performers in general, copies of flyers or other promotional ephemera. Some of these records are retained in a social media or third party platform which may limit access. NOTE: This series does not include registration and attendance sheets (see Public Programs Registration). Transfer original contracts to the Fiscal Officer. Transfer to Greene County Room when no longer useful to the department of origin.</p>			
17-COM-06	<b>Publicity, Design, &amp; Production Requests</b>	Until No Longer Useful	Public	No RC-3 Required
	<p>These records document requests for marketing or publicity materials. This may include the staff, originating location, date, event to be publicized, description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job. Some of these records are retained in a third party platform which may limit access.</p>			
17-COM-07	<b>Staff Newsletters</b>	30 days	Public	RC-3 Required
	<p>These records are used to internally disseminate information within the library and promote staff/system cohesion. This includes communicating new policies and procedures and related important news to employees and/or system members. NOTE: This function is carried out using an Intranet (see Library Intranet).</p>			
17-COM-08	<b>Surveys - Patron</b>	5 years	Public	RC-3 Required
	<p>These records collect information from patrons on a variety of areas, such as library environment, quality of services, type of services used, areas for improvement. This information may be collected by using paper or online forms, telephone, and electronic or postal mailings. Records may include planning documents, survey questions, research material and other relevant records.</p>			
17-COM-09	<b>Surveys - Staff</b>	30 days	Public	RC-3 Required
	<p>These records collect information from staff and/or patrons on a variety of areas, such as work environment, quality of services, type of services used, areas for improvement. This information may be collected by using paper or online forms, telephone, and electronic or postal mailings. Records may include planning documents, survey questions, research material and other relevant records.</p>			

## Schedule of Records Retention and Disposition (RC-2)

### *Email*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-EML-01	<b>Electronic Mail</b> These records are email messages, mail, files, or other products sent or received electronically through a computer system that are work-related records. They may include correspondence, reports, images, spreadsheets, and databases. NOTE: Must be retained in accordance with the retention schedule for the content of that record. Email will not be kept longer than 8 years for a given record series. This includes email with content that is not determinable.	See Note	Public	RC-3 Required
17-EML-02	<b>Electronic Mail - Correspondence</b> These records are messages, mail, files, or other products sent or received electronically through a computer system, network, and/or modem that are substitutes for written correspondence. NOTE: Must be retained in accordance with the retention schedule for the content of that record. Email will not be kept longer than 8 years for a given record series. This includes email with content that is not determinable.	See Note	Public	RC-3 Required
17-EML-03	<b>Electronic Mail - Non Record</b> These records include email messages, mail, files or other products sent or received electronically through a computer system that do not meet the criteria of the Ohio Revised Code of a "Record." They may be deleted immediately or maintained in a "Non-Record" folder and deleted later. This may include any email created or received that is not work related (such as personal email), listserv messages (other than those posted in an official capacity), unsolicited promotional material (Spam), files copied or downloaded from Internet sites. NOTE: This type of email can become a record if it is specifically incorporated into other work-related documents. At this point, that particular email becomes an official record and must be retained in accordance with the retention schedule for that record.	Until No Longer Useful	Public	No RC-3 Required
17-EML-04	<b>Electronic Mail - Other Records</b> These records are messages, mail, files, or other products sent or received electronically through a computer system, network, and/or modem that are substitutes for other records. NOTE: Must be retained in accordance with the retention schedule for the content of that record. If not listed, contact Records Manager. Email will not be kept longer than 8 years for a given record series. This includes email with content that is not determinable.	See Note	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Email*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-EML-05	<p><b>Electronic Mail - Sent to Personal Accounts</b></p> <p>These are work-related records used to conduct Library business that are sent to private electronic accounts, and they are subject to disclosure. All Library employees are instructed to retain this type of electronic mail and transfer a copy to their library electronic account.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. Email will not be kept longer than 8 years for a given record series. This includes email with content that is not determinable.</p>	See Note	Public	RC-3 Required
17-EML-06	<p><b>Electronic Records - Not Listed on This Schedule</b></p> <p>These are any electronic records, in any format, not specifically listed on this schedule.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. If not listed, contact the Records Manager. Email will not be kept longer than 8 years for a given record series. This includes email with content that is not determinable.</p>	See Note	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Financial

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-FIN-01	<b>Accounts Payable / Receivable</b> Accounts payable list money owed by the Library, and accounts receivable list money owed to the Library from the time of inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, donations, reimbursements, travel, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the Library from governmental entities or from grantors among others. NOTE: These records may be generated manually or they may be maintained using electronic accounting software.	5 years	Public	RC-3 Required
17-FIN-02	<b>Annual Financial Report / Audit</b> These records document the Library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. An audit is conducted by the Ohio Auditor of State and includes comments on the Library's accounting practices.	11 years	Public	RC-3 Required
17-FIN-03	<b>Annual Inventory &amp; Depreciation Schedules</b> This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory.	5 years	Public	RC-3 Required
17-FIN-04	<b>Bank Statements &amp; Reconciliation</b> These records list all transfers of money through a given bank account. For each bank account held by the Library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month.	5 years	Public	RC-3 Required
17-FIN-05	<b>Budget Documentation</b> These records are used to prepare the Library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	6 years	Public	RC-3 Required
17-FIN-06	<b>Cash Receipts</b> These records are cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, receipt book, receipt transmittal form or cash accounts in electronic accounting systems. NOTE: Some items in this series may contain information of a confidential nature that is exempt from public disclosure as under Ohio law. A request may be denied in part or whole on this basis.	5 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Financial

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-FIN-07	<b>Contracts</b> These records are any original contracts that document agreements between the Library, vendors, customers, or others. It may also include contracts with Internet service providers, other agencies, library systems or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract. Retain contract until expiration date plus 7 years after completion date. NOTE: Some contracts may not have an expiration date.	7 years	Public	RC-3 Required
17-FIN-08	<b>Deposit Slips &amp; Cancelled Checks</b> Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made.	5 years	Public	RC-3 Required
17-FIN-09	<b>E Rate Forms</b> These records include the bids and proposals submitted by vendors during the 470 E Rate window and the 470, 471, 486 and 472 Forms filed with Universal Service for Schools and Libraries for the reimbursement of expenditures relating to the use of telephones, cellular phones, and Internet access.	6 years	Public	RC-3 Required
17-FIN-10	<b>Employer Contributions to Retirement Accounts</b> These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds.	Permanent	Public	RC-3 Required
17-FIN-11	<b>Federal Informational Returns</b> These records are statements that report the annual informational return which breaks out uses of income, various types of income, and expenditures.	5 years	Public	RC-3 Required
17-FIN-12	<b>Final Annual Budget</b> This record forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. NOTE: The approved final annual budget is included in the Board of Trustees meeting materials (see Board of Trustees Minutes & Meeting Materials).			



## Schedule of Records Retention and Disposition (RC-2)

### Financial

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-FIN-13	<b>Insurance Policies</b> These records are files that contain any insurance policies that the Library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.	9 years	Public	RC-3 Required
17-FIN-14	<b>Invoices</b> These records accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the Library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.	5 years	Public	RC-3 Required
17-FIN-15	<b>Journal Entries / General Ledger</b> These are records of revenue and expenditures that are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.	5 years	Public	RC-3 Required
17-FIN-16	<b>Leases</b> These are records of any leases for library buildings or equipment.	5 years	Public	RC-3 Required
17-FIN-17	<b>Monthly Financial Reports</b> These statistical reports list the income and expenses for Library operations. They may itemize income streams and expenses such as state aid, investment income, cash receipts, fixed costs, payroll, and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. NOTE: These financial reports are included in the Board of Trustees meeting materials (see Board of Trustees Minutes & Meeting Materials).			
17-FIN-18	<b>Payroll Deduction / Liability Records</b> These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. They also include documentation of employer contributions to employee insurance.	5 years	Confidential	RC-3 Required





## Schedule of Records Retention and Disposition (RC-2)

### Financial

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-FIN-19	<b>Payroll Records</b> These records document the gross pay and all deductions for each employee for every pay period, including by the month and year. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. Retain while the individual is employed by the Library.	5 years	Public	RC-3 Required
17-FIN-20	<b>Petty Cash Vouchers</b> These records authorize expenditures from the petty cash box. Vouchers are used to reconcile the daily cash count with the cash receipts.	5 years	Public	RC-3 Required
17-FIN-21	<b>Public Officials &amp; Employees Name &amp; Date of Birth Report</b> This report, in accordance with the Ohio Sunshine Laws - Ohio Revised Code 149.434, is a listing of the names and date of birth of all public officials such as, the members of the Library Board of Trustees and public employees currently employed at the Library. NOTE: Retain until replaced or superseded.	Until No Longer Useful	Public	No RC-3 Required
17-FIN-22	<b>Purchase Orders</b> These records document the ordering of goods, services, and materials purchased for the Library. They may include purchase requisitions, purchase orders, invoice, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger.	5 years	Public	RC-3 Required
17-FIN-23	<b>Requests for Bids, Proposals &amp; RFP</b> These records are formal bid packets submitted in response to a request by the Library. When the Library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference. Retain until close of contract period + 9 years (rejected) or permanent (accepted).	9 years / Permanent	Public	RC-3 Required
17-FIN-24	<b>Sales Records</b> These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts.	5 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Financial*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-FIN-25	<b>Time and Attendance</b> These records are used to document an employee's attendance and hours worked, by date and time. They include time cards, timesheets, etc. The records may be signed by the employee.	5 years	Public	RC-3 Required
17-FIN-26	<b>Vacation &amp; Sick Leave Calculator &amp; Report</b> These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period.	5 years	Public	RC-3 Required
17-FIN-27	<b>Vacation Requests</b> These records document an employee's request for vacation. They may include the date of request and the dates of requested time-off. NOTE: This record series does not include documentation of extended leave without pay, which is kept in the personnel file (see Personnel Files).	5 years	Public	RC-3 Required
17-FIN-28	<b>W-2 Forms</b> These records document the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes.	Permanent	Confidential	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Greene County Room

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-GCR-01	<b>Archival - Accession / Deaccession Records</b> These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the Library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.	Permanent	Public	RC-3 Required
17-GCR-02	<b>Archival - Donor Files</b> These records document the donation of materials to an archival collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.	Permanent	Public	RC-3 Required
17-GCR-03	<b>Archival - Finding Aids</b> These records are access tools that constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection, and history of or biographical notes about the creator. Where relevant, they also include a list of items within the collection.	30 days	Public	RC-3 Required
17-GCR-04	<b>Archival - Processing Files</b> These records contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.	Permanent	Public	RC-3 Required
17-GCR-05	<b>Digital Collections</b> These records relate to the creation of a digital collection, such as scanned images and metadata used to facilitate access, and provide research information about an item or collection, such as the title, span dates, size/extent, description, history of or biographical notes about the creator, and any other relevant information. They may include project planning documents, vendor quotes, project notebook (instructions, transcriptions, corrections, and other recorded steps), correspondence, research material, and other related documents. NOTE: Retain while collection is being used.	30 days	Public	RC-3 Required
17-GCR-06	<b>Library Historical Files</b> These records document the history of the community libraries. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, website, and flyers from various events.	30 days	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Human Resources

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-HRE-01	<b>Application Files</b> These records are applications for Library jobs; some applications may not be solicited. Retain from date of application; active status is 1 year for professionals and 6 months for all other positions.	3 years	Confidential	RC-3 Required
17-HRE-02	<b>Compliance Posters</b> These records are required by law to be posted at certain designated work areas, such as labor law posters (federal, state, local), public records policy, concealed weapons, and non-smoking.	Until No Longer Useful	Public	No RC-3 Required
17-HRE-03	<b>Continuing Education &amp; Training</b> These records document on-going training of employees and may include certification material.	30 days	Public	RC-3 Required
17-HRE-04	<b>EAP (Employee Assistance Program)</b> These records include statistical reports and the contract with the local health care agency providing the service. This may include program information, correspondence, and other related records.	2 years	Public	RC-3 Required
17-HRE-05	<b>Employee Injury Records</b> These records consist of any reports of accidents or injuries involving the employee. Retain while individual is employed by the Library.	30 years	Confidential	RC-3 Required
17-HRE-06	<b>Grievances</b> These records document employee grievances against the Library and the resolution of the grievance.	5 years	Public	RC-3 Required
17-HRE-07	<b>Health Plan Applications</b> These records include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans. Retain while individual is employed by the Library.	1 year	Confidential	RC-3 Required
17-HRE-08	<b>I-9 File</b> These records are Federal I-9 forms, which record verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.	3 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Human Resources*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-HRE-09	<b>Interview Materials for Non-Hires</b> These records include applications, correspondence, interview notes, and any other material related to the interview process for job candidates who were not hired for an open position.	4 years	Confidential	RC-3 Required
17-HRE-10	<b>Job Descriptions</b> These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria.	30 days	Public	RC-3 Required
17-HRE-11	<b>LMC (Labor Management Committee)</b> These records document the activities of this committee. This may include meeting minutes, correspondence, new procedures, Sunday hours (sign-up, procedures, schedule), and other related records.	5 years	Public	RC-3 Required
17-HRE-12	<b>PERRP (Public Employment Risk Reduction Program)</b> These records include correspondence, reports, Summary of Work Related Injuries & Illnesses (Form 300AP), and other records relating to the administration of this statute.	5 years	Confidential	RC-3 Required
17-HRE-13	<b>Personnel Files</b> These records are maintained for each employee and document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). These records document the qualifications possessed by the employee to carry out his/her duties. They includes resumes, letters of reference and/or a signed release for reference, transcripts, acknowledgement forms, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiary forms. Leave records document any intervals in which the employee was not accruing time and retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans.	85 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Human Resources*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-HRE-14	<b>Union Contract Negotiation Files</b> These records document the negotiations and resulting contract with employee labor unions and are used for referral in subsequent negotiations. They may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract.	5 years	Public	RC-3 Required
17-HRE-15	<b>Union Membership</b> These records include all documentation of an employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, requests for non-union status, monthly union reports, and seniority lists. NOTE: Membership and payroll deduction forms become part of the personnel file (see Personnel Files).	5 years	Public	RC-3 Required
17-HRE-16	<b>Withholding Forms</b> These records consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations. NOTE: Current form becomes part of the personnel file (see Personnel Files).	30 days	Confidential	RC-3 Required
17-HRE-17	<b>Workers Compensation Files</b> These records document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file.	30 years	Confidential	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Innovative Sierra*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-ILS-01	<b>Authority Files</b>	<b>Until No Longer Useful</b>	<b>Public</b>	<b>No RC-3 Required</b>
	These records promote consistency of identifying names and subjects according to established rules in bibliographic records. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). Retain as long as the file references an item in the collection.			
17-ILS-02	<b>Bibliographic Records</b>	<b>Until No Longer Useful</b>	<b>Public</b>	<b>No RC-3 Required</b>
	These records contain the basic information about each title in the Library collection. They are maintained electronically in an ILS. They contain highly structured Machine Readable Catalog (MARC) information, including descriptive cataloging and location information. Retain while a copy of the title is held by the Library.			
17-ILS-03	<b>Collection Agency</b>	<b>Until No Longer Useful</b>	<b>Confidential</b>	<b>No RC-3 Required</b>
	These records are reports generated weekly and sent to vendor.			
17-ILS-04	<b>Create Lists</b>	<b>Until No Longer Useful</b>	<b>Public</b>	<b>No RC-3 Required</b>
	These records are lists generated by Innovative Sierra or by staff using the "create lists" feature. These lists are of limited use and transient in nature. They may include weeding, item circulation counts, check-in, route-in, paging, paged to long, requests, unclaimed requests, book order check list, in transit, new book lists, RSS feeds, and lists for Outreach.			
17-ILS-05	<b>FTS Reports</b>	<b>1 year</b>	<b>Public</b>	<b>RC-3 Required</b>
	These records are detailed FTS reports automatically generated in Innovative Sierra. These may include reports that summarize acquisition, interlibrary loan, catalog, and circulation activities, such as circulation by terminal, circulation by home library, check-out, and filled holds. These reports are distributed electronically to the appropriate staff.			



## Schedule of Records Retention and Disposition (RC-2)

### *Innovative Sierra*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-ILS-06	Item Level Record	Until No Longer Useful	Public	No RC-3 Required
	These records document each individual copy of any title within the collection. The record consists of links to a bibliographic record, plus the copy number, location, and availability of the item and other information. It may also include links to patron information about the current and last patron who borrowed the item. In Innovative Sierra, the records may be linked temporarily to confidential patron information during circulation of library materials. Retain while the Library possesses the item.			
17-ILS-07	Overdue Notices	Until No Longer Useful	Confidential	No RC-3 Required
	These records are sent to patrons to remind them to return borrowed items. Notices may be generated manually or automatically by Innovative Sierra. Retain until fines are paid or are written off, per Library system policy.			
17-ILS-08	Patron Database	Until No Longer Useful	Confidential	No RC-3 Required
	These are records of identifying information from the patron registration forms, including a card number, entered into the ILS. In conjunction with the ILS, patron records identify the items currently borrowed, fines, holds, and special privileges or other information. Retain until the card expires without renewal and all items are returned and fines paid, per Library policy.			
17-ILS-09	<b>Statistical Reports - Innovative Sierra</b>	1 year	Public	RC-3 Required
	These reports are generated or retrieved manually using Innovative Sierra. The information is extracted and exported into a spreadsheet and paper or electronic copies are distributed to the appropriate staff. Reports may include Online Union Catalog reports, Items Added, Holdings by Location, and Circulation by Location, or information from other sources that is combined to create a report, such as the Monthly Statistical Summary.			





## Schedule of Records Retention and Disposition (RC-2)

### Maintenance

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-MNT-01	<b>Building Maintenance &amp; Grounds</b> These records relate to the maintenance of the interior and exterior including the grounds for the Library buildings, such as cleaning, window washing, regular service calls, gutter cleaning, and landscaping. They may include vendor information, quotes, correspondence, service call requests, service schedules, and vendor logs/notebooks.	1 year	Public	RC-3 Required
17-MNT-02	<b>Copy Machines</b> These records relate to the maintenance and use of the copy machines. They may include instruction manuals, signs (cost of copies, copyright, brief instructions), repair requests, supplies and paper requests, correspondence, spreadsheets, statistical reports (profit & loss, total copies, by-pass key copies), department by-pass key logs, and other related records. NOTE: Transfer lease to the Fiscal Officer.	1 year	Public	RC-3 Required
17-MNT-03	<b>Delivery Route Logs</b> This records is a log that is kept by the delivery person that records the events for that day's delivery route, such as name of driver, time arrived, miles traveled and number of items.	Until No Longer Useful	Public	No RC-3 Required
17-MNT-04	<b>Delivery Route Records</b> These records list the courier routes, stops, and times for each delivery route and the day of the week for delivering items in the Greene County Library system. This may include a copy of vendor contract, delivery schedule, correspondence and other related records. NOTE: Transfer original contracts to the Fiscal Officer.	30 days	Public	RC-3 Required
17-MNT-05	<b>Inspection Reports</b> These are records of reports generated by government officials who have inspected the Library facilities. Governmental regulations require regular inspections by fire and elevator inspectors, including fire extinguishers. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. Retain until superseded or equipment/building is not owned by the Library.	8 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Maintenance*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-MNT-06	<b>Library Building Records</b> These records relate to existing buildings, later improvements, asbestos abatement, new construction, renovations, installation of building systems (HVAC, electric, plumbing), windows, and lighting. They may include building plans, blueprints, final construction specifications, work proposals, quotes, copies of contracts, correspondence, samples (carpet, tile, paint), and other related records. They are kept for on-going reference, maintenance, or renovation. NOTE: Transfer original contracts to the Fiscal Officer. Transfer to the Greene County Room when no longer useful to the department of origin.	8 years	Public	RC-3 Required
17-MNT-07	<b>Licenses &amp; Permits</b> These records contain legally required permits and licenses for regular operation of the Library facilities and services, as well as construction. They includes a sales and use tax license and any building and elevator permits.	1 year	Public	RC-3 Required
17-MNT-08	<b>Material Safety Data Sheets</b> These records include information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. Retain while the hazardous material is being used or stored on Library property. NOTE: These records are maintained where they are readily available by employees working with or near the materials.	5 years	Public	RC-3 Required
17-MNT-09	<b>Recycling Material</b> These records relate to recycling material that is no longer used by the Library that may be regulated or unregulated by law, such as light bulbs, batteries, ballast, and printer cartridges. They may include invoices, receipts, reports, and correspondence.	Until No Longer Useful	Public	No RC-3 Required
17-MNT-10	<b>Security Systems Logs</b> These are logs documenting security systems daily activities, such as door entry scans, setting and disarming the alarm system. NOTE: For related record series, see Security System Records and Surveillance Recordings.	Until No Longer Useful	Public	No RC-3 Required

## Schedule of Records Retention and Disposition (RC-2)

### *Maintenance*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-MNT-11	<b>Security Systems Records</b> These records relate to the management and operation of library security systems for the buildings and grounds, such as a burglar alarm, fire alarm, and video surveillance. They may include vendor information, statistical reports, procedures, correspondence, reports that refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings. NOTE: For related record series, see Security Systems Logs and Surveillance Recordings.	3 years	Public	RC-3 Required
17-MNT-12	<b>Surveillance Recordings</b> These records are visual recordings of activity taking place on Library property. NOTE: For related records series, see Security Systems Records and Security Systems Logs.	Until No Longer Useful	Public	No RC-3 Required
17-MNT-13	<b>Telephone System</b> These records relate to the operation of the phone system. They may include quotes, copy of vendor contract, correspondence, request for service, service contract, and statistical reports. NOTE: This series does not include voice mail (see Voice Mail Messages). Transfer original contracts to the Fiscal Officer.	30 days	Public	RC-3 Required
17-MNT-14	<b>Vehicle Logs</b> These are logs documenting the daily use of the vehicles in the Library fleet, such as reserving a vehicle, signing out and signing in, that may include time and milage driven. NOTE: For related record series, see Vehicle Records.	Until No Longer Useful	Public	No RC-3 Required
17-MNT-15	<b>Vehicle Records</b> These are records of financial and maintenance information about individual vehicles in the Library fleet. They may include owner manual, vehicle registration, procedures, maintenance schedule, cleaning, fuel, and usage records. Retain until the vehicle is no longer owned by the Library. NOTE: For related record series, see Vehicle Logs. Transfer original insurance, warranty information, and vehicle registration to the Fiscal Officer.	1 year	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Outreach

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-OUT-01	<b>Outreach Patron Files</b>  These records contain information about the patron. They may include Outreach Survey form, map to patron's residence, reading history list, book requests, and other related documents needed to provide this specialized service.	Until No Longer Useful	Confidential	No RC-3 Required
17-OUT-02	<b>Social Service Agency Files</b>  These records contain information about local social service agencies and are used by outreach staff to address concerns or problems, such as health or safety issues, with the Outreach patron.	30 days	Public	RC-3 Required
17-OUT-03	<b>Talking Book Machines</b>  These records relate to the participation in this service provided by the Library of Congress. This may include patron list, inventory, repair and replacement requests, statistical information, and other related records.	30 days	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Reference

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-REF-01	<b>Computer Use Statistics</b>	Until No Longer Useful	Confidential	No RC-3 Required
	These records document the use of public computer terminals, such as Internet or word processing. They may include sign-up lists (name, card number), computer assigned, start times, length of session, and unblocked filter requests. Reservations and time constraints may be managed by software such as PC Reservation and Innovative Sierra.			
17-REF-02	<b>Readers Advisory</b>	Until No Longer Useful	Public	No RC-3 Required
	These records relate to Library departments, such as Reference, Children's, Young Adults, and Outreach, providing recommended reading choices and recommendations to patrons. They may include book reviews, book lists, correspondence, presentations, bookletters, and other related records.			
17-REF-03	<b>Reference Requests &amp; Responses</b>	Until No Longer Useful	Confidential	No RC-3 Required
	These records document research or scholarly requests for information about or access to items within the institution's collections. They may include requester's name, address, and telephone number; the nature/explanation of the requests; use/purpose of the requests; date of receipt and completion of the request; staff member handling the request; amount of time spent handling the request; disposition of the request; and related documentation and correspondence.			
17-REF-04	<b>Reference Statistics</b>	1 year	Public	RC-3 Required
	These records document statistical information about reference services by the use of forms, reports, spreadsheets, database and other related records. Information may be gathered on the number or type of queries (walk-in, telephone, instant messaging (IM), electronic mail, postal mail), printed resources used, database usage, online reference service usage. The reports may include In-House Materials Count, Reference Questions Count, usage reports provided by the database vendor or online service.			



## Schedule of Records Retention and Disposition (RC-2)

### Resource Sharing

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-RES-01	<b>Document Delivery Work Forms</b>	Until No Longer Useful	Public	No RC-3 Required
	These records document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other state, system, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item. Retain while item is in transit.			
17-RES-02	<b>ILL Periodical Title Requests</b>	6 years	Public	RC-3 Required
	These are records of periodical titles, dates of articles, and the number of requests per year. They are maintained for copyright compliance by the requesting library.			
17-RES-03	<b>ILL Requests by Member Libraries-non-ILS</b>	Until No Longer Useful	Confidential	No RC-3 Required
	The computer system may include fields for items shipped, unfilled requests, conditional loans, renewal requests, and returns through CLIO, Sierra ILL, or other non-ILS system. May contain confidential patron information. Retain until the item is returned.			
17-RES-04	<b>Interlibrary Loan (ILL) Reference Codes</b>	Until No Longer Useful	Public	No RC-3 Required
	These records list ILL patron contact information, bibliographic information, codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and System codes, codes and/or email addresses of member libraries that participate in the rapid journal article transmission service.			
17-RES-05	<b>Interlibrary Loan Records</b>	Until No Longer Useful	Confidential	No RC-3 Required
	These records track the request and return of library items with libraries outside the local ILS. The requests may be made manually, but are generally made and filled through a shared automated system, such as CLIO and Sierra ILL. Records indicate when and where the item was sent, when it is due back, and when it was returned. Retain until the item is returned by the borrowing library.			



## Schedule of Records Retention and Disposition (RC-2)

### Resource Sharing

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-RES-06	<b>Interlibrary Loan Requests from Non-Member Libraries</b>  These requests are received in the pending data file of the ILL system. They list the requesting library, title, and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the system in a loan file. If the request cannot be filled within the system, a note is attached in the reply stating the reason why the item is not currently available. May contain confidential patron information. Retain until the item is borrowed and returned.	Until No Longer Useful	Confidential	No RC-3 Required
17-RES-07	<b>Log of ILL Transactions</b>  These records contain information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.	Until No Longer Useful	Public	No RC-3 Required
17-RES-08	<b>Monthly ILL Transactions - Borrowing Statistics</b>  These records summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year.	1 year	Public	RC-3 Required
17-RES-09	<b>Non-Requestable Items</b>  These are records of non-request items that can never be filled through WorldCat.	Until No Longer Useful	Public	No RC-3 Required
17-RES-10	<b>Online Union Catalogs</b>  Systems may provide online access to the combined catalogs of member libraries. This may include OhioLink and WorldCat. NOTE: All statistical data is generated by the Library ILS (see Statistical Report - Innovative Sierra).	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Resource Sharing*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-RES-11	Postage Service	Until No Longer Useful	Public	No RC-3 Required
	These records document the process of mailing or shipping items. This may include the shipment logs, tracking package records, and acknowledgment of receipt of sent items using such services as the U.S. Postal Service, United Parcel Service and Federal Express or requests for shipping supplies specific to a particular delivery service.			
17-RES-12	<b>Quarterly Statistics on Items Lent by Member Libraries</b>	2 years	Public	RC-3 Required
	These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through Search Ohio, CLIO, OCLC and the ILS ILL system.			





## Schedule of Records Retention and Disposition (RC-2)

### Staff Training

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-STA-01	<b>External Workshop Report</b> These records provide a brief summary of the content and benefits of any external workshop attended by a Library staff member. This form is required before any reimbursements can be made to the employee.	5 years	Public	RC-3 Required
17-STA-02	<b>External Workshop Request Form</b> This form accompnys the payment for workshops, and is used when applying for Continuing Education Units (Cues). The form and a photocopy of the payment are used to compare attendance and fees received. The form may include attendee's name, contact information, and library membership.	5 years	Public	RC-3 Required
17-STA-03	<b>Internal Workshops &amp; Training</b> These records relate to workshops and training offered at the Library for the staff, such as STEPS, orientation, and invited external presenters. The records include materials used to teach the workshop, such as handouts, electronic presentations, and other documents created by system training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts. Retain while workshop is included in the curriculum.	5 years	Public	RC-3 Required
17-STA-04	<b>Training Hours</b> These records document the use of staff training hours. This may include number of hours budgeted for the department, hours-used log, and other related records.	4 years	Public	RC-3 Required
17-STA-05	<b>Workshop Calendars &amp; Flyers</b> These records publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all system directors and are posted on the system website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms.	Until No Longer Useful	Public	No RC-3 Required
17-STA-06	<b>Workshop Statistics</b> These records provide a summary of training room events, and may include workshop titles, dates, CEUs granted, number of attendees, revenue received, attendee reports and expenses.	3 years	Public	RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### *Technical Services*

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-TEC-01	Order Records	Until No Longer Useful	Public	No RC-3 Required
<p>These records document acquisitions to the Library collections and track new acquisitions. The records may include order lists, acquisition records, serial records, vendor records, printouts of online purchase, and electronic ordering data on the Library ILS.</p>				

## Schedule of Records Retention and Disposition (RC-2)

### Web Content

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-WEB-01	<b>Library Intranet</b> These web-based records are web pages and related computer scripts produced by or for a state agency, designed for internal access to information, such as the Staff Website. NOTE: Must be retained in accordance with the retention schedule for the content of that record. These records will not be kept longer than 8 years for a given record series. This includes records with content that is not determinable.	See Note	Public	RC-3 Required
17-WEB-02	<b>Library Website</b> These web-based records are websites, which may include online information about services, hours, Library events and programs, links to popular reference resources, subscription databases, and gateways to one or more online catalogs. NOTE: Must be retained in accordance with the retention schedule for the content of that record. These records will not be kept longer than 8 years for a given record series. This includes records with content that is not determinable.	See Note	Public	RC-3 Required
17-WEB-03	<b>Social Media Sites</b> These web-based records are posted on a third party social networking service, such as Facebook and Twitter. This content may contain online information about services, hours, Library events and programs, and links to reference resources.	Until No Longer Useful	Public	No RC-3 Required
17-WEB-04	<b>Web Content Statistics</b> These records track the usage and demographics of internet users and may include statistical information about online websites, intranets, social media, and digital collections produced or used by the Library. These statistics may be compiled by third party services, such as Google Analytics.	Until No Longer Useful	Public	No RC-3 Required



## Schedule of Records Retention and Disposition (RC-2)

### Youth Services

Record Series #	Record Series Title	Retention Period	Confidentiality	Disposal Form
17-YTH-01	<b>Bookmobile</b> These are records relating to the operation of the bookmobile. They may include procedures, schedules, teacher contact lists, and other related records.	2 years	Public	RC-3 Required
17-YTH-02	<b>Ellison Die Cutting Equipment</b> These are records related to staff use and maintenance of this equipment. They may include inventory of dies, sign-up list, and repairs.	30 days	Public	RC-3 Required
17-YTH-03	<b>Permission Forms &amp; Letters</b> These records grant permission from parents or guardians allowing minors to participate in Library programs either on or off Library property, such as movies or field trips. This may include personal information such as name, birth date, contact information and emergency information. A parent's or guardian's signature is required for minors. NOTE: Transfer forms or letters to the Fiscal Officer after the program.	2 years	Confidential	RC-3 Required
17-YTH-04	<b>Puppet &amp; Toy Inventory</b> This record relates to the inventory of puppets and toys used by the Library's Children's department. A list, spreadsheet, or database may be used to record items and may include name, description, condition, program, and other useful information.	30 days	Public	RC-3 Required
17-YTH-05	<b>TAG (Teen Advisory Group)</b> These are documents relating to the functions and activities of this group. They may include meeting minutes, program ideas, projects, correspondence, and other related records. NOTE: This record series does not include permission forms or letters (see Permission Forms & Letters).	2 years	Public	RC-3 Required
17-YTH-06	<b>Teacher Collections</b> These records relate to the request for compiling of a teacher collection or theme-based KEY kits. They may include classroom collection form, bin check-off list, Assignment Alert & Classroom Collection log, and other related records.	Until No Longer Useful	Confidential	No RC-3 Required
17-YTH-07	<b>Youth Summer Reading Program</b> These are records relating to the administration of the program. This may include program ideas, manuals, completion forms, record keeping, statistics, planning documents, and other related records. NOTE: This record series does not include registration forms (see Public Program Registration).	2 years	Public	RC-3 Required