

LIVINGSTON MANOR FREE LIBRARY

RECORDS RETENTION POLICY

April 2020

This policy is not meant to be all-inclusive of all records and documents as treated by state requirements. For questions not treated here, contact RCLS. These records can be print or electronic.

GENERAL

Charters, original and amended	Permanent
Annual Reports to New York State Education Department	Permanent
Annual 990 report to IRS exempt entities	Permanent
Official minutes of Board of Trustees	Permanent
Records of proceedings for minutes transcription or approval by Board	4 Months after
Meeting files, Agendas, Reports, etc.	1 year
Contracts with other entities	6 years
Legal notices	6 years
Manual of procedures, standards, and policies	Permanent
Long Range Plan	Permanent
Legal case reports is closed	6 years after case
Building permits, Certificates of Occupancy	Permanent
Major Policies	Permanent
Routine Policies	6 years
Grants and special projects	6 years

FISCAL

Audit Report by state or outside auditor	Permanent
Internal audit or documentation	6 years
Banking functions; statements, deposit slips, etc.	6 years
Depository agreement, CDs	6 years
Budget preparation materials	6 years
Annual Budget – Official Copy in Minutes	Permanent
Budget status report	
Cumulative	6 years
Monthly or quarterly	1 year
Budget adjustments	6 years
General Accounting i.e. invoices, credit card records, Ledger, purchase orders, cash receipts etc.	6 years

PAYROLL, PERSONNEL

Year-end payroll with information for retirement and Social Security	55 years
Time sheets	6 years
Record of absence, vacation etc.	1 year
Employee's personal earnings record for retirement, etc.	6 years
Payroll report to NYS Retirement System	6 years
Quarterly Report to Social Security Administration	5 years
Forms W-2, 1099 etc.	4 years

NYS Income tax records

4 years

Payroll distribution records

6 years