VINTON PUBLIC LIBRARY

RECORD RETENTION POLICY

Date Effective: 12/20

Revision Dates: 11/22, 07/24

Date(s) Reviewed by Library Board: 11/22

Policy Maintenance Performed By: Library Director

In accordance with Public Library Standard 1.9

PHILOSOPHY:

* Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

REGULATIONS:

* Library records consist of information documented in performance of the Library’s official business. The Records Retention Policy exists in order to:
  + Provide appropriate records to staff and the public
  + Comply with laws on privacy, confidentiality, and open records
  + Conform to the City’s policy
  + Address security and space concerns
  + Ensure that the library keeps necessary records
* Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.
* The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, library staff may be in the process of transferring records from one format to another.
* Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

**ADMINISTRATIVE**

|  |  |  |
| --- | --- | --- |
| **Record Title** | **Retention Period** | **Reason** |
| Agreements, Leases, and Contracts for Equipment or Services | Permanent | Continuing administrative value |
| Borrowers’ accounts and database files CONFIDENTIAL | Purge after 3 years of patron inactivity, unless debts are outstanding | Administrative value ends (per State Library) |
| Contract and Project Administration Files | 5 years after project completion | Administrative and legal value ends |
| Key Log | Permanent, updated as necessary for life of locks | Continuing administrative value |
| Log of Public Information Requests and Responses | 5 years, unless required because of pending litigation | Administrative and legal value ends |
| Reports and Studies | Permanent | Continuing administrative and historical value, possible legal value |
| Statements of Concern | 5 years after resolution of the concern | Administrative value ends |
| Accounts Payables and Receivables | 5 years | Iowa League of Cities Record Retention Manual |
| Claims Listings and/or Receipt Journals | 10 years | Iowa League of Cities Record Retention Manual |

**BUILDING AND EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| **Record Title** | **Retention Period** | **Reason** |
| Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation) | Permanent | Continuing administrative and historical value |
| Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits) | Life of equipment plus 5 years | Administrative value ends |

**HISTORICAL**

|  |  |  |
| --- | --- | --- |
| **Record Title** | **Retention Period** | **Reason** |
| Vinton Public Library Minutes, Records, and Correspondence | Permanent | Continuing administrative and historical value |

FINANCIAL

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Bequests and Endowments | Permanent | Continuing administrative, legal and historical value |
| Grants | Permanent | Continuing administrative, legal and historical value |
| Requests for bids or proposals, responses and evaluation if not handled completely by the City of Vinton | 4 years after date of award | Administrative and legal value ends |

**LIBRARY BOARD OF TRUSTEES**

|  |  |  |
| --- | --- | --- |
| **Record Title** | **Retention Period** | **Reason** |
| Audio recordings of open meetings | 1 year from date of meeting | Administrative value ends |
| Audio recordings of closed sessions CONFIDENTIAL | 1 year from date of meeting, unless litigation is pending | Code of Iowa 21.5 (A) (2009) |
| Board meeting packets (agenda, action forms, reports and correspondence distributed for Board meetings) | 5 years; appraise for permanent retention | Administrative and legal value ends |
| Correspondence | 3 years | Administrative value ends |
| Library policies | Permanent | Continuing administrative, historical and legal value |
| Long Range Plans | Permanent | Continuing historical value |
| Minutes of closed sessions CONFIDENTIAL | 1 year of date of meeting, unless litigation is pending | Code of Iowa 21.5 (A)(2009) |
| Minutes of open meetings | Permanent | Continuing administrative, historical and legal values |
| Signed Resolutions | Permanent | Continuing administrative, legal and historical value |

**PERSONNEL**

|  |  |  |
| --- | --- | --- |
| **Record Title** | **Retention Period** | **Reason** |
| Applications for temporary positions | 6 months | Administrative value ends |
| Employee Files (application, position description at time of hire, written reprimands, performance evaluations) CONFIDENTIAL | 5 years end of employment (service records of permanent employees retained permanently by Director acting as Human Resources; payroll information kept permanently by City of Vinton Finance Department | Administrative value ends |
| Recruitment Files | 5 years after position filled | Administrative value ends |

**REFERENCES**

* Code of Iowa Section 304.2(6)
* Code of Iowa Section 22
* Record Retention Manual for Iowa Cities, Iowa League of Cities, October 2012
* Ames Public Library Retention Policy