

Suffern Free Library - Document Retention & Destruction

Approved by Suffern Free Library Board of Trustees on May24, 2022

This policy supersedes all prior policies and practices relative to this subject.

The records of the Suffern Free Library will be retained and disposed of in accordance with the schedules Records Retention and Disposition Schedule M1-1 by the University of the State of New York and The State Education Department and the Records Retention Schedule of the National Council of Nonprofit Associations.

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

The Freedom of Information Law (“FOIL”), Article 6 (Sections 84-90) of the NYS Public Officers Law, provides the public right to access to records maintained by government agencies with certain exceptions.

“Record” means any information kept, held, filed, produced or reproduced by, with, or for this agency, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.

All short-term and long-term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

New York State Archives

Records Retention and Disposition Schedule MI-1

MI-1: Library/Library System

1.[254]	Incorporation, chartering and registration records:	PERMANENT
*2.[255]	<p>Accession records:</p> <p>NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.</p>	1 year after accessioning procedure becomes obsolete
*3.[256]	Informational copies of records prepared by and received from public library system , including but not limited to directories, minutes, budgets and reports:	0 after superseded or obsolete
4.[257]	Borrowing or loaning records , including interlibrary loan:	0 after no longer needed
*5.[258]	Catalog of holdings	
	a. Manuscript or published catalog:	PERMANENT
	b. Continuously updated catalog:	0 after superseded or obsolete
6.[259]	Individual title purchase requisition which has been filled or found to be unfillable:	1 year
*7.[260]	Records documenting selection of books and other library materials:	0 after no longer needed
*8.[261]	<p>Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision:</p> <p>NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.</p>	6 years after last entry
9.[262]	Patron's registration for use of rare, valuable or restricted non-circulating materials:	6 years

National Council of Nonprofit Association
Records Retention Schedule
Business Records

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