

West Nyack Library Records and Retention Policy

The West Nyack Library's Records Retention & Destruction Policy is provided as guidance in determining the retention and destruction of business records of the Library, which includes electronic records. The goal is to: 1) Retain important documents for reference and future use in accordance with Federal and State laws. 2) Destruction of documents that are no longer necessary. 3) To organize important documents for efficient retrieval. 4) Identify what documents should be retained, the length of their retention, and the date of their destruction.

The Library Director will be responsible for implementing and carrying out the Policy. The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.

The following table identifies the records and the retention period as per the National Council of Nonprofit Associations, with adjustments as necessary for The West Nyack Library.

ACCOUNTING RECORDS

Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	Permanently
Depreciation schedules	Permanently
Expense records	7 years
Year End Financial Statements	Permanently
Fixed asset purchases	Permanently
General ledger	Permanently
Inventory records	7 years
Tax returns and worksheets	Permanently
Bond documents	Life + 7 years

BANK RECORDS

Bank statements	7 years
Bank reconciliations	7 years
Cancelled checks	7 years
Cancelled checks for real estate purchases	Permanently
Deposit records	7 years

CORPORATE RECORDS

Board minutes	Permanently
Bylaws & Charter	Permanently
Business licenses	Permanently
Contracts – major	Permanently
Contracts – minor	Life + 4 years
Insurance policies	Life + 3 years
Insurance records - accident	Permanently

reports & claims.

EMPLOYEE RECORDS

Employment applications	3 years
Employee files – current & separated	Permanently
Withholding tax statements & returns	7 years

Confidentiality

Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the NYS Committee of Open Government.

Adopted by the Board of Trustees 1/12/15