

Spring Township Library Association Document Retention Policy

The Spring Township Library Association shall retain documents consistent with the following retention requirements:

Personnel	3 Years	7 Years	Permanent
Employment applications	3 Years		
Time Cards		7 Years	
Payroll records and summaries		7 Years	
Disability and sick benefits records		7 Years	
Personnel files (terminated)		7 Years	
Withholding tax statements		7 Years	

Corporate			
Minutes, Bylaws, Charter			Permanent
Contracts and agreements			Permanent
IRS determinations 501(c)(3) status			Permanent
Deeds, Mortgages, notes and leases (current)			Permanent
Deeds, Mortgages, notes and leases (expired)			Permanent

Financial			
Bank Statements, Reconciliations, Deposit Slips		7 Years	
Accounts Payable		7 Years	
Accounts Receivable		7 Years	
Petty Cash Records		7 Years	
Treasurer's Reports (internal audit)			Permanent
General ledgers and journals			Permanent
Professional Audits			Permanent
Tax returns and working papers			Permanent
Year End Financial Statements			Permanent
Depreciation Schedules			Permanent

Insurance			
Policies (expired)		7 Years	
Accident/Incident reports		7 Years	
Fire inspection reports		7 Years	
Group disability records		7 Years	
Safety reports		7 Years	
Claims (after settlement)		7 Years	

Library Reports			
Request for Reconsideration		7 Years	
Director's Reports		7 Years	
Reports to BCPL		7 Years	
Guidelines for Excellence from BCPL		7 Years	
Library Annual Report for Public			Permanent
PA Annual Reports			Permanent

Miscellaneous			
Correspondence	3 Years		
Other Agreements		7 Years Following Date of Termination	
Legal Documents			Permanent
Patron Card Applications			Permanent
Documents Not Otherwise Identified	3 Years		
Documents Involved in Litigation			Permanent*

**Unless otherwise directed by counsel.*

*Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on December 10, 2009.
Approved with revisions at a regular and open meeting of the Board of Directors of Spring Township Library Association on
May 12, 2011; January 9, 2020. May 9, 2024; April 10, 2025.*