

**Hamburg Public Library
Document Retention Policy**

I. Purpose

The purpose of this policy is to provide standards and guidance regarding document retention and destruction for the Hamburg Public Library, and this to assist in:

- Compliance with federal and state laws and regulations
- Maintaining historical records related to (but not limited to) financial and administrative operations
- Establishing a specific timeline for document archiving and purging

II. Scope

The Hamburg Public Library Director will serve as the library's records management and access officer and will be responsible for the appropriate destruction of records when required. Some records such as payroll records and summaries, retirement and pension records, and tax withholding statements will be handled and retained by the Borough of Hamburg.

III. Retention List

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Applications for Employment (non-hires)	1 year
Audit Reports	Permanently
Bank Reconciliations and Statements	7 years
Board of Trustee Minutes	Permanently
Contracts and Warranties	3 years after expiration
Correspondence (General)	3 years
Correspondence (Legal and important matters)	Permanently
Deposits	7 years
Insurance records, current accident reports, claims, and policies	Permanently
Personnel Files (terminated employees)	7 years
Tax returns and worksheets	Permanently