

**Hamburg Public Library
Document Retention Policy**

I. Purpose

This policy establishes guidelines for the retention and proper disposal of Hamburg Public Library records to:

- Ensure compliance with federal and state regulations.
- Maintain historical records of financial and administrative operations.
- Define timelines for document archiving and disposal.

II. Scope

A. The Library Director serves as the Records Management and Access Officer, overseeing document retention and destruction. Certain records, including payroll records, retirement and pension files, and tax withholding statements, are maintained 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

Approved by the Board of Trustees May 13, 2014
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