

Library

Program	Record Title	Description	Retention	Classification	Comments	Schedule #
Accounting & Finance	As-Submitted Budgets	Includes new programs requested, justifications, breakdown of money requested, estimates, reports and related information.	1 year or until administrative need ends	Primary Public Secondary Private UCA 63-2-302(1)(f) (1995)	Maintained by Library Manager. Retention linked to BU-006.	LI-001
Accounting & Finance	Bank Reconciliation Records and Reports		Retain for two (2) calendar years, and then SEND to FINANCE following appropriate procedures.		Maintained by Circulation Supervisor (Procedure)	LI-002
Accounting & Finance	Bank Statements, Deposits, Tickets, Record of Depository Balances		Retain for two (2) calendar years, and then SEND to FINANCE following appropriate procedures.		Maintained by Circulation Supervisor (Procedure)	LI-003
Accounting & Finance	Bonds, Bids, Contacts and Leases	Branch copies of these materials and related paperwork.	2 Years		Maintained by Library Manager. (Procedure)	LI-004
Accounting & Finance	Vouchers, Claims and Purchase Orders	Branch copies of these materials and related paperwork.	2 Years		Maintained by Library Manager. (Procedure)	LI-005
Admin-Fiscal	Admin Deposit Record (Deposit Summary)	These are cumulative daily deposit from all Library branches and patron collection payments. They include the library name, bag number and amount of each deposit, grand total deposit amount, deposit bag tag and other supporting documents.	3 years	Public	Retention linked to AR-010.	LI-022
Admin-Fiscal	Audit Reports	These are reports written and prepared as a result of a performance audit completed by County Auditor's Office. They contain summary documentation on library operations, recommendations and findings.	7 years	Public	Retention linked to AU-005.	LI-023
Admin-Fiscal	Bank Statements	These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.	4 Years	Public	Retention linked to AR-006	LI-024
Admin-Fiscal	Budget Working Files	These files contain working papers used to assist in the preparation of county budgets and to justify budget requests presented to the county legislative body. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and the documentation for approval of final budget.	1 year after the close of the budget calendar year	Primary Public Secondary Private UCA 63-2-302(1)(f) (1995)	Retention linked to BU-006	LI-025
Admin-Fiscal	Cash Receipts	This includes copy of check to be deposits into library account, sent to accounting office and includes receipt from department.	4 years	Public	Retention linked to AR-010.	LI-026

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Admin-Fiscal	Collection DA Return Files	These are closed patrons records showing judgment has been satisfied due to all outstanding fees having been paid or discharged. Records includes,	2 years	Protected.	Retention linked to 12-2	LI-027
Admin-Fiscal	Collection Reports	These are records of patron's unpaid library debt that have been assigned to a collection agency. Record includes waiver, statute of limitations, correspondence and uncollectables.	2 years	Protected.	Electronic Retention linked to 12-2	LI-028
Admin-Fiscal	Contracts	These are original contracts for goods or services, as well as revenue-producing contracts, between Library Services and various contractors.	6 years after expiration of contract.	Primary: Public	Contracts scanned, imaged file is agency record file. Retention is governed by UCA 78B-2-309 Approved by GRAMPA 4/29/2010 Retention linked to CN-005	LI-029
Admin-Fiscal	Daily Deposit Records	These are the daily deposits of Library Services. Includes revenue collected for that day and includes cash drawers, copiers and coin box stations and credit card receipts.	3 years	Private: UCS 63G-2-302 (c)	Retention linked to AR-010.	LI-030
Admin-Fiscal	Fixed Asset List	These are listings of all county property, vehicles, equipment, and furniture. Includes description, cost, date purchased, location and other pertinent information.	10 years	Public	Retention linked to FS-04	LI-031
Admin-Fiscal	Internal Service Billing	This is a monthly report of Maintenance closed work orders completed for libraries, includes location, cost of materials and labor.	3 years	Public	Retention linked to 06-12	LI-032
Admin-Fiscal	Invoices	These records document the procurement of goods and services and include the purchase requests. Includes date, number of items received, and description of items, invoice number, purchase order number, vendor, unit and total prices of the goods. And includes records relating to the reimbursement of employees for authorized travel and includes long distance charges for libraries and employees.	4 years	Public	Retention linked to AR-001	LI-033
Admin-Fiscal	Journal Vouchers	These are accounting documents that request the transfer of funds between accounts for services, rendered or materials purchased. They include agency billing codes, description of products or services, debit or credit amount, and supporting documentation.	3 years	Public	Duplicates- originals maintained by Mayor Finance. Retention linked to AR-013	LI-034
Admin-Fiscal	Library Card Applications	This registration form is filled out electronically by patrons applying for a library card and includes the patron name, home and business addresses and telephone numbers, application date and birth date.	Deleted after 30 days if the patron doesn't pick up card.	Private: UCA 63G - 2-302 (1) (c)	Electronic (Approved By GRAMPA May 22, 2014)	LI-035

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Admin-Fiscal	Patron Refund Request	This is a form signed by library staff and patron which request refund of monies paid the patron and any supporting documentation required to process the refund.	3 years	Private: UCS 63G-2-302(c)	Duplicates- originals maintained by Mayor Finance. Retention linked to AR-018	LI-036
Admin-Fiscal	Payment Plan	These are patron records who lack the resources to pay off an existing library debt. After entering into a payment plan agreement, these are debts that will be paid.	3 years after debt was paid.	Public	(Approved By GRAMPA May 22, 2014)	LI-037
Admin-Fiscal	Payroll Reports	These are miscellaneous payroll records including payroll deduction information and mileage reports.	3 years	07-03 Primary Classification: Private. Secondary Classification: Public: UCA 63-2-301 (1)(b) (1995) AR-024 Primary Classification: Public. Secondary: Private: UCA 63G-2-302(1)(f) 2009 Traveler's personal financial information is Private.	Retention linked to State approved County General Schedule 07-03, AR-024	LI-038
Admin-Fiscal	P-Card Purchases	These records document the procurement of goods and services. These purchases are made using the County Purchasing (credit cards).	4 years (UCA 70A-2-725 (1998)).	Public	Retention linked to AR-001	LI-039
Admin-Fiscal	Petty Cash & Imprest Funds Reimbursement Receipts	These are completed petty cash vouchers or reimbursement request used in conjunction with store receipt as proof of goods purchased to process the refund check and includes reimbursement request for Mayor Finance office.	3 Years Duplicate copies retained until administrative need ends, not to exceed 3 years and then destroyed.	Private: UCA 63-2-302(1)(f)	Duplicates- originals maintained by Contracts and Procurement. Retention linked to State approved State General Schedule 7-33.	LI-040
Admin-Fiscal	Revenue Reports	This is revenue received at each library, includes credit card payment, cash and checks for fines, book sales, library cards, printing and other revenue sources. Reports are kept electronically. Information is collected from daily deposit records.	5 years	Public	Electronic (Approved By GRAMPA May 22, 2014)	LI-041
Admin-Fiscal	Sub Time Sheet	These are records that verify hours worked of sub employees.	3 years	Public	Retention linked to HR-039	LI-042
Administrative	Administrative - General Files	All office records that are not related to policy implementation. This includes correspondence, memos, and routine staff files.	2 Years	Public	Maintained by Library Manager. Retention linked to AD-008.	LI-006

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Administrative	Administrative - General Files (Maintained by Library Staff)	All office records that are not related to policy implementation. This includes correspondence, memos, and routine staff files.	2 Years	Public	Library Manager has authority to request that staff member destroy files or remove from library premises. Retention linked to AD-008.	LI-007
Administrative	Building/Facility - General Files	All office records that are not related to policy implementation. This includes correspondence, memos, and routine staff files.	2 Years	Public	Maintained by Library Manager Retention linked to AD-008.	LI-008
Administrative	Building/Facility - Long Range Planning	All office records related to long-range building plans, remodels or similar activities.	Permanent	Public	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-009
Administrative	Collection Management - General File	All records related to the collection, including annual budget, annual planning, areas of responsibility, weeding and related information.	3 Years	Public	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-010
Administrative	Safety Plans	Includes materials related to building safety, including safety of staff and library patrons in various emergency situations, location of shut off valves, phone numbers of primary contacts.	Maintain until superseded.	Exempt: UCA 63G - 2 -106	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-011
Administrative	Staff Meeting Notes / Minutes	Includes materials related to all staff meetings, including all staff, or specialized groups of staff.	1 Year	Public	Maintained by Library Manager Retention linked to AD-012.	LI-012
Personnel	Emergency Contact Information	Includes emergency contact and/or medical information provided by each staff member. Updated annually with evaluation.	DESTROY after annual update, or upon resignation/retirement of employee.	Exempt: UCA 63G - 2 -106	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-013
Personnel	Employee Medial Records	Typical materials could include Employer's Report of Injury, Report of Attending Physician, or other medical information used to document work-related illness or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..."	SEND to Library Personnel Department.		Maintained by Library Manager. (Procedure)	LI-014
Personnel	Employment Applications - Not Hired	Includes applications from persons seeking employment who are not hired, vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials	SEND to Library Personnel Department.		Maintained by Library Manager. (Procedure)	LI-015
Personnel	Family and Medical Leave Act of 993 Records	Typical materials could include Employer's Report of Injury, Report of Attending Physician, or other medical information used to document work-related illness or injuries. Pursuant to United States Equal	SEND to Library Personnel Department.		Maintained by Library Manager. (Procedure)	LI-016

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		Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..."				
Personnel	Personnel Files	Personnel files containing documentation of the employee's working career with the library.	MAINTAIN in locked files. SEND to Library Personnel Department as appropriate.		Maintained by Library Manager. (Procedure)	LI-017
Personnel	Work Related Injuries and Illness Log	In accordance with federal law, employers with more than ten (10) employees must confidentially record every work-related illness, injury or death meeting specific criteria.	SEND to Library Personnel Department.		Maintained by Library Manager. (Procedure)	LI-018
Publications & Reports	Critical Infrastructure Information	Homeland security of counterterrorism records. These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping system and, 2) computer programs, codes, filing systems, and other software. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans and risk planning documents in paper or electronic form.	DESTROY when outdated or replaced.	Exempt: UCA 63G - 2 -106	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-019
Publications & Reports	Photographs, Video Recordings, Films	Typically consists of photographs of special events and activities of the library, general circulation or special purpose periodicals, intra office news or other still photographs.	TRANSFER to Administration for evaluation, sampling or weeding. Then transfer remaining photographs to County Archives.	Public	Maintained by Library Manager (Approved By GRAMPA May 22, 2014)	LI-020
Publications & Reports	Routine Surveillance Recordings	These records are used for surveillance of meeting rooms, hallways, parking lots and other areas relating to Library facilities and functions. They document activities and individuals and are used by staff for security and management purposes.	Maintain until overwritten.	Primary: Exempt UCA 63G-2-106 and HIPAA 45 CFR part 164. Secondary: Public	(Approved By GRAMPA May 22, 2014)	LI-021