

## **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  
30 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.