

Record Retention Policy

The Canton Public Library adheres to the Missouri Secretary of State Library Records Retention Schedules and General Records Retention Schedules as described Missouri Revised Statutes Chapter 109. RSMo 109 authorizes and establishes minimum retention periods for the administrative, fiscal and legal records created by local governments.

Responsibility

Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of the staff may be appointed to assist in records management.

RECORD RETENTION READY REFERENCE

TIME:	< 1 year	1 year	3 years	5 years	10+ years	Forever	Superseded
ITEM:							
ADMINISTRATIVE RECORDS							
Annual/Special Reports						X	
General Correspondence		X					
Transitory Correspondence	None						
Policy Correspondence Records						X (Archive)	
Management Work Orders			X				
Meeting Records						X (Archive)	
Public Notice Records			X				
Computer Software License File				Duration of license + 5 years			
Publications		Routine news releases -2 years				Policy and historic news releases (Archive)	Brochures & Pamphlets
Technical Manuals, Specifications & Warranties							Retain manuals until disposition of vehicle or equipment. Retain warranties until expiration.
Policy and Procedure Files						Retain one copy of all other policy documentation	Routine clerical manuals until superseded, updated or no longer needed for reference.
Request & Complaint Files			3 years after final disposition (Shred)				
Public Info Requests & Documentation			Other requests	Military Info Requests			
Vehicle Ownership & Maintenance Records	Until sold						Registration kept until superseded

TIME:	< 1 year	1 year	3 years	5 years	10+ years	Forever	Superseded
Equipment Ownership & Maintenance Records							Retain for life of the equipment, then transfer to new owner or destroy
Gift & Contribution Records	Other donations at completion of Audit					Memorials, bequests, major single donations (Archive)	
Scheduling Records		X					
Non-Financial Audit Reports				Supporting Documents 5 years from date of report		Final Reports (Archive)	
Administrative Reports	Completion of Audit						
Deeds and Conveyances						X (Archive)	
Websites							X
Mission Statement							X
Meeting Records Internal Agency Staff/Committee			Minutes, agendas, reports				
Unclaimed Property		1 year after giving to State					
Security Video	30 days and destroy						
FINANCIAL RECORDS							
Audit Report-Financial						X (Archive Microfilm)	
Adopted Budget						X (Archive Microfilm)	
Budget Preparation Records	Completion of Audit						
General Ledgers						X (Archive Microfilm)	
Accounts Payable & Receivable	Completion of Audit						
Purchasing Records			3 years + completion of Audit				
Banking & Investment Records		Completion of Audit + 1 year					
Receipts	Completion of Audit						
Postal Records		X					

TIME:	< 1 year	1 year	3 years	5 years	10+ years	Forever	Superseded
Grant Records		Unsuccess-ful grant applications 1 year after rejection or withdrawal (Shred)	Other grants after submission of final report unless as specified by granting agency (Shred)		LSTA grants after submission of final report	Final reports from significant grants (Archive)	
Fee Records	Completion of Audit						
Fixed Assets Inventory							Until superseded, then retain until completion of Audit
Bid Records			Rejected Bids - Destroy at 3 years or on completion of Audit, whichever is later	Accepted Bids - Destroy 5 years after expiration			
Payroll Records				All other records - 5 years		Annual Summary 70 years (Shred)	
Travel Expense Reimbursement Records		Completion of Audit + 1 year					
Annual Financial Statements				X		Retain permanently if not in Audit report file (Archive Microfilm)	
Insurance Policy Records				Until Cancelled/ Expired + 6 years (Retain untill all claims have been settles) (Shred)			
LEGAL RECORDS							
Insurance Claims Files				No Legal Action: 5 years + legal review (Shred)	Legal Action: 10 years after case disposed/or last date of action (Shred)		

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Litigation Case Files				6 years after case disposed (Shred)			
Legal Opinions							X
PERSONNEL RECORDS							
Employee Personnel Records					Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years		
Time and Attendance Records			3 years + completion of Audit (Shred)				
Leave Requests			3 years + completion of Audit (Shred)				
Equal Employment Opportunity Records (EEO)				Complaint Records - 3 years after final decision/All other records - 3 years total (Shred)		Plans, Policies and Updates	
Employment Eligibility Verification Forms		1 year after date of separation (Shred)	3 years from date of hire (Shred)				
Employee Benefits Records			Other records 3 years after separation or eligibility expiration (Shred)			75 years after date of hire for year end leave balance reports see rule	
Wage and Tax Statements				X (Shred)			
Tax Records				X (Shred)			
Employees Withholding				5 years after superseded or employee separation (Shred)			
Allowance Certificates				Superseded or employee separation (Shred)			
Volunteer Program Records				X (Shred)			

TIME:	< 1 year	1 year	3 years	5 years	10+ years	Forever	Superseded
Volunteer Worker Records			3 years after separation (Shred)				
Drug Testing Records		Negative Results (Shred)		Positive Results (Shred)			
Employment Grievance and Complaint Records				5 years after final disposition			
Employment Records	App's & Resumes 6 months (Shred)	Unsuccessful applications, background checks after filled spot (Shred)	Annoucement Records, position description (Shred)				
Positional Decription & Pay Records			3 years after superseded or obsolete (Shred)				
Training Records			Program Materials	Individual Employee/Official Training Records - 5 years after termination			Retain one copy of training materials until superseded
Unemployment Insurance Case Files		2 years after last action					
Workers Compensation Case File			If no action taken		Action taken: 10 years after case closed/dismissed		

This is not an inclusive guide for public entity record retention. For full lis
<https://www.sos.mo.gov/CMSImages/LocalRecords/General.pdf>
For general questions or unique issues, contact the Miss
<https://www.sos.mo.gov/archives/localrecs/lrboard.asp>

Missouri State Library-LD
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