509 North Main
Maryville, MO
64468-1610

Phone: (660) 582.5281
Fax: (660) 582.2411

Records Retention Policy

The operation of a public library generates a substantial amount of documentation. The intention of this document is to provide guidance to library trustees and staff in selecting which items to retain and preserve and to provide instruction on preservation and disposal of common institutional records. A goal is to allow efficient use of space and library resources while meeting legal and ethical requirements.

Sources used to create this document include

- *Library Records Retention Schedule* (Rev. 2012) and *General Records Retention Schedule* (2022) provided by the Missouri State Local Records Board.
- *The preservation management handbook* (2020) by Ross Harvey and Martha R. Mahard.
- Other relevant standards such as those set by Missouri Sunshine Law (RSMo Chapter 610); MPL's Open Records Policy (B:600); the Heath Insurance Portability Act (HIPAA); MPL Policy D:700 on Confidentiality and Privacy; MPL policies related to collection development; and rules set by the Governmental Accounting Standards Board.

This policy is also intended to align with current MPL Goals and Objectives, and MPL Policies on Collection Development, Gifts, Open Records, and Confidentiality and Privacy.

The acting Library Director or Director Designee is appointed as Custodian of Records at Maryville Public Library. Public access is provided by request under MO Sunshine Law with the exceptions of confidential staff or patron records.

This policy authorizes the regular and timely clearing of files after retention periods have been met.

Email messages are treated like any other record and assessed for retention or disposal depending on the content, including the identification of sending and receiving parties.

Permanent or long-term storage, maintenance

	Retention	Storage or Disposition
Library Board meeting minutes	Permanent	Back-office vault closet.
Audit/Annual Comprehensive Financial Reports	Permanent	Back-office vault closet.
Adopted budget	Permanent	Back-office vault closet.
Annual comprehensive summary reports of usage or circulation	Permanent	Back-office vault closet.
Annual report of memorials/restricted gifts funds.	Permanent	Back-office vault closet
Deeds, Charters, Articles of Incorporation	Permanent	Back-office vault closet
Hazardous materials reports	Permanent	Director's files
Other Tier 1&2 historical objects identified in Policy B401.1: Preservation	Tier 1: Permanent Tier 2: As space allows	Basement files
Capital Improvement project records: (Designs, bids, specs, change orders, etc.)	Life of structure + 10 years	Paper stored in back-office closet or basement files
Employee records	20 years after date of separation	Paper in locked files, Destroy Securely

Records to be retained 5-10 years

	Retention	Storage or Disposition
Regular financial reports (i.e. monthly and quarterly financial reports, bank statements, investment statements, deposits, receipts, final grant reports, contracts)	7 years after Completion of Audit (COA)	Stored in "audit box" in back-office vault closet. Destroy securely.
Staff annual PTO reports	Part of audit files; most recent kept in personnel files 20 years after separation	Most recent 6 years stored in locked personnel file.
Annual reports required by State of Missouri	6 years after COA	Paper files in director's office.
Incident Reports	6 years minimum	File in director's office Destroy securely.
Litigation case files	6 years after case closed	File in director's office

All other documents may be discarded when no longer useful to the operation of the library.