

GPLD

Records Retention Policy

This Record Retention policy & schedule identifies the practice of preserving library records to ensure that citizens have access to public documents while at the same time preserving the efficiency and productivity of Gooding Public Library District operations. Gooding Public Library District is a public entity and as such, definition and disclosure of public records is governed by Idaho Code.

Description	Person Responsible for Maintenance and Destruction
Permanent Records	
Fixed Assets List	Director
Payroll Records: IRS Form 941 payroll reports	Director
Board meeting minutes and accompanying records	Director
Trustee election documents	Director
Audit report	Director
Ordinances and resolutions	Director
Five Year Records	
Bank statements, deposit books, computer printouts of financial records	Director
Original employee time sheets and the computer reports generated from the time sheets	Director
Departmental reports	Director
One Year Records	
Overdue items, fines, and lost materials are kept on the circulation program for at least one year.	Director delegates
Three Month Records	
Patron interlibrary loan (ILL) requests: three months after the item is returned to the lending library	Staff

ILL requests from other libraries: three months after the item is returned to our library	Staff
Varying Retention Times	
Personnel files for active employees: maintained at all times during the employee's term of employment	Director
Grant materials: according to the requirements of the individual grant or for five years if no requirement stated	Director
Records for computers, furniture, and equipment, lists of vendors and so forth: kept as long as needed	Director
ILL requests that result in our purchasing the item: kept until the item is processed and the requesting patron notified	Staff
Requests for purchase: kept until the item has been processed and the requesting patron notified.	Staff
Requests for memorials: listed on a computer spreadsheet: kept until the item is processed	Staff
E-Rate records, notifications, forms etc.: ten years from the date of last receipt of reimbursement	Director

A. Storage, review, and destruction of records

1. Destruction shall be by shredding, burning, or other appropriate means at the end of the retention time.
2. All records placed in inactive storage shall indicate the date of destruction.

Adopted November 28, 2022