



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	MAY 26 2009
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

LOUISVILLE PUBLIC LIBRARY

(local government entity) <i>Michele Monnette</i>	Michele Monnette	(unit) Fiscal Officer	5/19/09
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

LOUISVILLE PUBLIC LIBRARY	Records Commission	330-875-1696	
			(telephone number)
700 Lincoln Avenue	Louisville	44641	Stark
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

<i>[Signature]</i>	5/19/09
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>[Signature]</i>	OHS-LGRP	5/27/09
Signature	Title	Date

Section D: Auditor of State

<i>[Signature]</i>	6-18-09
Signature	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Louisville Public Library

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
2009-01	Accounts Receivable Ledger and Documents	5 years, provided audited	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
2009-02	Annual Employee Leave Use/Balance Report	5 years	Paper	
2009-03	Annual Financial Report to the Auditor of the State	Permanent	Paper	
2009-04	Annual Reports	Permanent	Paper	
2009-05	Annual Report to State Library	Permanent	Paper	
2009-06	Applications for OPERS Refund or Waiver	Permanent	Paper	
2009-07	Appropriation Ledger	5 years, provided audited	Paper	
2009-08	Audit Reports	5 years	Paper	
2009-09	Bank Deposit Receipts	5 years, provided audited	Paper	
2009-10	Bank Statements	5 years, provided audited	Paper	
2009-11	Bids (Successful)			
	a) Copies of successful bids to provide goods and/or services	3 fiscal years after expiration of contract	Paper	
	b) Original, if made part of a contract and filed with contract	15 years after expiration of contract	Paper	



2009-12	Bids (Unsuccessful)	3 years after letting of the contract	Paper	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to § 117.26 O.R.C.</i>
2009-13	Board Policy Files	Permanent	Paper	
2009-14	Board of Trustee Agenda Packets	Permanent	Paper	
2009-15	Budgets filed with County Budget Commission	10 years, provided audited	Paper	
2009-16	Building Blueprints	Permanent	Paper	
2009-17	Building Projects Records (successful)	Permanent	Paper	
2009-18	Building Projects Records (unsuccessful)	3 years	Paper	
2009-19	Building Specifications	Life of Structure	Paper	
2009-20	Cancelled Checks	5 years provided audited	Paper	
2009-21	Cash Books and Cash Journals	5 years provided audited	Paper	
2009-22	Check Registers	5 years provided audited	Paper	
2009-23	Circulation Records	Until no longer of administrative value	Paper	
2009-24	Committee Meeting Minutes	Permanent	Paper	
2009-25	Construction Contracts	16 years after the project is completed	Paper	
2009-26	Consultant Reports	4 years	Paper	
2009-27	Contracts	15 years after expiration	Paper	
2009-28	Correspondence-General (Includes internal letters & memos; also from various individuals, companies, and organizations. This correspondence is informative)	2 years	Paper	



2009-29	Correspondence-Routine (Referral letters, requests for routine information or publications provided to the public)	Until no longer of administrative value	Paper	
2009-30	Correspondence-Transitory messages (Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications)	Retain until no longer of administrative value)	Paper	
2009-31	Court Orders for Payroll Deductions	2 years after termination of employment or order rescinded	Paper	
2009-32	Documentation of Leave	5 years provided audited	Paper	
2009-33	Depository Contracts and Related Collateral	5 years after the contract has expired, provided audited	Paper	
2009-34	E-mail	Retain according to content	Paper	
2009-35	Employee Earning Records	5 years after termination of employment or order rescinded	Paper	
2009-36	Employee Withholding Requests	Until replaced or revoked by employee	Paper	
2009-37	Employment Applications	7 years after receipt	Paper	
2009-38	Employer Quarterly Federal Tax Return	5 years Provided audited	Paper	
2009-39	Expense Records	5 years	Paper	
2009-40	Formal Legal Opinions	Permanent	Paper	
2009-41	Garnishment Orders	5 years after termination of employment or order rescinded	Paper	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.



2009-42	Grant Files	5 years provided all state of federal audits have been conducted, the audit reports released and litigation, claims, or audit findings have been resolved	Paper	
2009-43	Incident/Accident Reports	5 years	Paper	
2009-44	Insurance Policies	2 years after expiration, provided all claims settled	Paper	
2009-45	Interlibrary Loan Records	2 years	Paper	
2009-46	Inventory (Property)	5 years Provided audited	Paper	
2009-47	Investments	5 years Provided audited	Paper	
2009-48	Leases			
	a. Equipment	2 years after expiration	Paper	
	b. Real Estate	5 years after expiration Provided audited	Paper	
2009-49	Library Card Applications	6 years	Paper	
2009-50	Library News Releases	4 years	Paper	
2009-51	Library Publications	2 years	Paper	
2009-52	Litigation Records	5 years after case is closed and appeals exhausted	Paper	
2009-53	Meeting Room Applications	1 year	Paper	
2009-54	Minutes of Board of Trustee Meetings	Permanent	Paper	
2009-55	Monthly Financial Reports to Library Board	5 years Provided audited	Paper	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.



2009-56	Monthly Statistical Reports	Until incorporated into year end report	Paper	
2009-57	Operating Procedures	Permanent	Paper	
2009-58	Overdue Circulation Records	3 years	Paper	
2009-59	Payroll Journal/Ledgers	5 years Provided audited	Paper	
2009-60	Payroll Reports	5 years Provided audited	Paper	
2009-61	Personnel Files	2 years after termination of employment purge extraneous records. Retain retirement waivers, service record and leave balances permanently	Paper	
2009-62	Personnel Policies	Permanent	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 17.26 O.R.C.
2009-63	Petty Cash Records	5 years Provided audited	Paper	
2009-64	Purchase Orders/Requisitions	5 years Provided audited	Paper	
2009-65	Real Property Acquisition Records	5 years after asset is sold	Paper	
2009-66	Reports to Retirement Systems	50 years	Paper	
2009-67	State Income Tax Report	25 years	Paper	
2009-68	Survey Reports	4 years	Paper	
2009-69	Training Manuals	Until no longer of administrative value	Paper	
2009-70	Vouchers	5 years Provided audited	Paper	
2009-71	Tax Withholding Reports	6 years Provided audited	Paper	
2009-72	Technology Plans	Permanent	Paper	



2009-73	Timesheets	5 years Provided audited	Paper	
2009-74	Video Recordings/Tape of Proceedings	1 year	Paper	
2009-75	W-2 Forms	6 years	Paper	
2009-76	W-4 Forms	Until superseded or employee terminates	Paper	
2009-77	Workers Compensation Claims	7 years after termination of employment	Paper	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.