

# POLICY

Category: Governance & Administration

Number: A.10

Title: **Public Records Retention Policy**

Effective Date: June 5, 2008

Authorized By: CFL Board of Trustees

Last Revision or Review: February 7, 2008

References: *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*, adopted by the Wisconsin Public Records Board, 2/27/2006  
Wisconsin Statutes 19.21 – 19.39, the Wisconsin Public Records Law

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The Cudahy Family Library recognizes the importance of the orderly management, retrieval, and disposal of all official public records, and the need for a documented records retention schedule congruent with the Wisconsin Public Records Law. For this purpose then, the Cudahy Family Library has adopted and will adhere to the *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*, as recommended by the Wisconsin Public Records Board. This retention schedule, approved by the Wisconsin Historical Society, establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. The adoption of the schedule also enables the Cudahy Family Library to dispose of records without prior approval of the Wisconsin Historical Society. A summary of the retention schedule is included in this policy.

The official public records of the Cudahy Family Library are retained in four physical locations: at the Library, 3500 Library Drive; at Cudahy City Hall, 5050 S. Lake Drive; at the Milwaukee Public Library, 814 W. Wisconsin Ave., Milwaukee, Wisconsin; and at the Milwaukee County Federated Library System (MCFLS) headquarters, 709 N. 8<sup>th</sup> Street, Milwaukee, Wisconsin. The official custodian of the records housed at the Cudahy Family Library is the Library Director. The custodian of records for the City of Cudahy is the Comptroller; the Director of MCFLS is the custodian of the library system records. The public records of the Cudahy Family Library maintained at the locations outside of the Library may be retained for periods longer than the recommendations of the *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*. The Library may also not have all the records listed in the retention schedule.

The definition of a public record is found in Chapter 19.32 (2) of the Wisconsin Statutes, and includes any document in any format that is created or received by, or comes under the jurisdiction of, the Cudahy Family Library, that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Library. All records of the Library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under Wisconsin or federal law. (See also the policies *Confidentiality of Library Records*, A.4; and *Personnel Records*, B.2.)

Records created and stored electronically are subject to the same retention schedule as their paper counterparts, along with the hardware and software necessary to access them. Duplicate files, duplicate copies, library materials, and community forms, booklets, or pamphlets originally intended for distribution are not considered to be official public records.

A public record may not be destroyed if any litigation, claim negotiation, audit, open records request, administrative review, or other action involving the records is initiated before the expiration of the retention period set in the *Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*.

Upon request, all public records responsive to the request, and not exempt from disclosure, will be prepared within a reasonable amount of time and made available for inspection to any person during regular business hours of the Library Director's office. Copies of requests may also be mailed or sent electronically. The requester of public records will be charged the actual costs of reproducing and delivering the information.

Whenever there is doubt as to whether information may or may not be released in response to a public records request, the Library Director will seek the counsel of Cudahy's City Attorney or the Library's legal firm. Any denial of a public record request will include an explanation, including legal authority. If a public record contains information that is confidential or exempt from the duty to permit public inspection or to copy the public record, the Library Director will redact the confidential or exempt information and will make available all the information within the public record that is not exempt or confidential.

**Summary of Approved Record Retention Guidelines**  
*Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems*

<b>Record</b>	<b>Retention</b>	<b>Location</b>
Bylaws	PERM	CFL
Policy Manual	SUP+2	CFL
Annual Reports-to the Board &/or Municipality	PERM	CFL
Annual Reports-to the State (Division of Libraries, Technology and Community Learning)	PERM	CFL
Minutes and Meeting Materials	PERM	CFL
General Correspondence	CR+2	CFL
Director/Assistant Director's Reports	CR+2	CFL
Subject Files	ACT+5	CFL
Meeting Records-Internal Staff	CR+2	CFL
Procedures	SUP	CFL
Planners/Calendars	ACT	CFL
Donor File-Monetary Donations	CR+3	CFL
Donor File-Property Donations	ACT+2	CFL
Grant Files	FIS+4	CFL
Accident Reports/Claims	CR+7	CFL/CCH
Patron Incident and Disciplinary Files	ACT+5	CFL
Purchase Request	ACT+1	CFL
Compliments/Complaints/Suggestions	ACT+1	CFL
Request for Reconsideration of Library Materials	ACT+6	CFL
Strategic Planning-Development Documentation	SUP	CFL
Strategic Planning-Final Approved Plan	PERM	CFL
Open Records Requests	EVT+1	CFL
Contracts	EXP+4	CFL
Leases	EXP+4	CFL
Legal Opinions	SUP+5	CFL
Litigation Files	ACT+5	CFL
Staff/System Newsletters	ACT	CFL
Final Annual Budget	FIS+10	CFL/CCH
Budget Documentation	FIS+5	CFL
Annual Financial Report/Audit	FIS+10	CFL/CCH
Monthly Financial Reports	FIS+4	CFL/CCH
Accounts Payable/Receivable	FIS+4	CCH
Journal Entries/General Ledger	FIS+4	CCH
Balance Sheet	FIS+4	CCH
Deposit Slips and Cancelled Checks	FIS+4	CCH
Invoices	FIS+4	CCH
Purchase/Order Records	Fiscal Year +4	CFL

Key to Retention Periods (numbers represent years unless stated otherwise): ACT = Active, CR = Creation, EXP = Expiration, FIS = Fiscal Year, SUP = Superseded, EVT = Event, PERM= Permanent.

Key to Locations: CFL= Cudahy Family Library; CCH= Cudahy City Hall; MPL= Milwaukee Public Library; MCFLS= Milwaukee County Federated Library System.

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Sales Records	FIS+4	CFL
Cash Receipts	FIS+4	CFL/CCH
Petty Cash Vouchers	FIS+4	CFL/CCH
Bank Statements and Reconciliation	FIS+4	CFL/CCH
Annual Inventory and Depreciation Schedules	FIS+4	CFL/CCH
State Tax Returns	FIS+4	CFL
Payroll Deduction/Liability Records	FIS+4	CCH
Insurance Policies	EXP+6	CCH
Requests for Bids, Proposals and RFP	EVT+4	CFL
W-2 Forms	FIS+4	CCH
Employer Contributions to Retirement Accounts	FIS+4	CCH
Electronic Funds Transfer	ACT+1	CCH
Payroll Summaries	FIS+4	CCH
Payroll Records	ACT+5	CFL/CCH
Blueprints/Building Plans/Final Specifications	EVT	CCF
Licenses and Permits	EXP+1	CFL/CCH
Inspection Reports	ACT	CFL/CCH
Hazardous Material Safety Data Sheets	ACT+30	CFL
Security Log	CR+3	CFL
Surveillance Recordings	CR+120 days	CFL
Vehicle Files	ACT	
Mobile Collection Schedule	SUP	
Personnel Files	ACT+6	CFL/CCH
Interview Materials for Non-Hires	EVT+4	CFL
Open Application Files	EVT+180 days	CFL
Withholding Forms	ACT+5	CCH
Health Plan Applications	SUP+1	CFL/CCH
Union Membership	ACT	CFL
I-9 File	EVT+3	CCH
Staff Work Schedules	ACT+1	CFL
Time and Attendance	CR+5	CFL/CCH
Vacation and Sick Leave Calculator and Report	FIS+5	CFL/CCH
Time Off/Vacation Requests	FIS+1	CFL
Employee Injury Records	ACT+30	CFL/CCH
Grievances	EVT+5	CFL
Union Contract Negotiation Files	EVT+5	CFL
Workers Disability Compensation Files	ACT+30	ICFL/CCH

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Job Descriptions	SUP	CFL
Volunteer/Community Service Files	ACT	CFL
Continuing Education and Training	ACT	CFL
User Accounts	ACT	CFL/MCFLS
Confidentiality Form	ACT	CFL/MCFLS
Logon ID Request Acknowledged by User	EVT+8	CFL/MCFLS
Security Reports	FIS+3	MCFLS
Network Usage Logs	FIS+1	CFL/MCFLS
Electronic Equipment Inventory	FIS+1	CFL/MCFLS
Web/Intranet Files	ACT	CFL/MCFLS
Library/System Website	ACT	CFL/MCFLS
Order Records	CR+4	CFL/MCFLS
Bibliographic Records	ACT	CFL/MCFLS
Item Level Record	ACT	CFL/MCFLS
Authority Files	ACT	MCFLS/MPL
Patron Registration and Application Forms	ACT	CFL/MCFLS
Patron Database	ACT	CFL/MCFLS
Overdue Notices	ACT	CFL/MCFLS
Library Use Reports	CR+1	CFL/MCFLS
Online Union Catalogs	ACT	CFL/MCFLS
Interlibrary Loan Records	ACT	CFL/MPL
ILL Requests by Member Libraries-non-ILS	ACT+0/1	CFL/MCFLS
ILL Requests from Non-Member Libraries	ACT+0/1	CFL/MPL
Confidentiality Log of ILL Transactions	CR+1	CFL/MPL
Monthly ILL Transactions-Borrowing Statistics	CR+1	CFL/MPL
Monthly Statistics on Items Lent by Member Libraries	CR+5	CFL/MCFLS
Interlibrary Loan Reference Codes	ACT	CFL/MPL
ILL Periodical Title Requests	FIS+5	CFL/MPL
Internet, Equipment or Room Use Agreements	ACT	CFL
Computer Use Schedules	EVT	CFL
Reference Statistics	ACT	CFL/MCFLS
Reference Requests & Responses	ACT	CFL
Publicity Design, and Production Requests	CR+1	CFL/MCFLS
Publicity and Programming Files	CR+3	CFL
Photographs	ACT	CFL
Contest Entry Forms	ACT+30 days	CFL
Exhibit Files	EVT+3	CFL

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Library Publicity and Historical Files	PERM	CFL
Library Newsletters	CR+3	CFL
Press Releases	ACT	CFL
Archival-Donor Files	PERM	CFL
Archival-Accession/Deaccession Records	PERM	CFL
Archival-Processing Files	PERM	CFL
Archival-Finding Aids	ACT	CFL
Plan of Service	PERM	CFL
System Meeting Records	PERM	MCFLS
Membership Lists	ACT	CFL
Materials Collection Records	ACT	CFL/MCFLS
Rotating Collection Inventories	ACT	MCFLS
Materials Circulation Summary	CR+5	CFL/MCFLS
Document Delivery Service Forms	ACT	MCFLS
Delivery and Mobile Collections Schedule	SUP	MCFLS
Training and Workshop Records	ACT+5	CFL
Workshop Calendars and Flyers	SUP	CFL
Registration Forms	ACT	CFL
Workshop Statistics	CR+3	CFL

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