

## **Administrative**

**Environmental:** The library will act to inform the town of any environmental issue. The town, owner of the building, must inform the public.

**Public Access to Records (FOIL):** The library will comply with all FOIL requests submitted through proper channels.

**Public Relations (Including social media):** The library will not hinder any staff or board member from using social media as a platform of expression, but they must not speak on the library's behalf beyond spreading community news, information on programs & services or any other unbiased, pertinent data.

**Records Retention:** In adherence to NYS rules for non-profits, records may be destroyed on the appropriate timetable; this is subject to change. However, this might not always be the case- the library might maintain records for longer than the period deemed appropriate. While Association Libraries are "not required to use a State schedule to dispose of records," we will follow the Records Retention Schedule set forth by the National Council of Nonprofit Association:

Type of Document	Minimum Requirement
Accounts Payable ledgers and schedules	7 years
Audit Reports	Permenantely
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for important payments and purchases)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment applications	3 years
Expense Analyses/ expense distribution schedules	7 years
Year End financial statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal Audit reports	3 years

Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Approved 9.4.19 by the BOT