

CHESTERFIELD TOWNSHIP LIBRARY
RECORD RETENTION POLICY

RECORD	RETENTION PERIOD
Administrative	Permanent
Agendas	Permanent
Appropriation Journals	Permanent
Annual Reports	Permanent
Annual Statements of Finance	Permanent
Budgets	Permanent
Bid Packets	Current audit plus six and one-half (6 ½) years
Building Plans	Life of building
Bond issue records	Permanent
Contracts	End of contract plus six and one-half (6½) years
Correspondence	Permanent
Directors letters	Permanent
Deeds	Permanent
Employment Applications and Interviewing and other Assessment Records (for non-selected job applicants) " Job applications and resumes " Job ads " Applicant processing records (interview notes, applicant contacts, etc.) " All other assessment records for job applicants "	Three and one-half (3½) years
Employment Pension and Benefit Records " Pension plans " Seniority plans " Merit plans " Payroll and benefit records	Duration of employment plus six and one-half (6½) years
" Equipment Records	Through life of equipment plus six and one-half (6½) years
" Election Reports	Permanent

"	Expense bill invoices	Permanent
"	FOIA requests	Permanent
"	Grant records	Permanent
Injury, Illness and Medical Records " " Log of injuries on the job " Medical records " Log of exposure to hazardous materials		Duration of employment plus thirty (30) years
"	Insurance policies	Through term of policy plus six and one-half (6½) years
Job Descriptions " " Job descriptions " Job analysis to justify descriptions		Permanent
"	Monthly reports	Permanent
"	Minutes of Library Board meetings	Permanent
"	Minutes of closed sessions	One (1) year and one day from date approved
"	Newsletters	Permanent
"	Ordinances/resolutions	Permanent
Personnel Records " " Job Applications, resumes and all pre-employment records " Training materials " Promotions/demotions " Transfers " Layoff/recalls " Discipline " Discharge " Leaves of absence " Minors' work permits " Form I-9 " Written release of information by employees " All other personnel records		Duration of employment plus six and one-half (6½) years
"	Purchase Orders	Six and one-half (6½) years
"	Reorganization or annexation of district	Permanent
"	Tax records	Four (4) years
"	Treasurer's Report	" Audit and six and one-half (6½) years