

Decatur Public Library - Decatur, Illinois

RECORDS RETIREMENT SCHEDULE

<u>Name of Record</u>	<u>No. of Years in current use Office Files</u>	<u>Second Stage of Disposition</u>	<u>No. of additional years</u>	<u>Final Stage of Disposition</u>
1. Bills and Vouchers	3 years audited	Storage	4 years	Destroyed
2. Purchase Orders	3 years audited	Storage	4 years	Destroyed
3. Check Stubs and Checks	3 years audited	Storage	4 years	Destroyed
4. Tax warrants	Keep permanently			
5. Auditors' Reports	Keep permanently			
6. Insurance policies	1 year after superceded	Destroyed		
7. Ledger sheets (Budget balance sheets.)	3 years	Storage	4 years	Destroyed
8. Monthly payroll ledger sheets	2 years audited	Storage	8 years	Destroyed
9. Budget documents	3 years	Storage	4 years	Destroyed
10. Finance Committee Statements Other Committee Reports	5 years audited Incorporated in Board Minutes.			
11. Deposit slips	Until audited	Destroyed		
12. Bank Books and Bank Statements	3 years audited	Storage	4 years	Destroyed
13. Circulation book statistics	5 years	Destroyed (incorp. in Annual Reports.)		
14. Board of Trustees Minutes	5 years loose leaf	Bound and kept permanently (1 copy microfilmed)		
15. Personnel Folders	10 years (from date of separation)	Destroyed		
16. Application letters	2 years	Destroyed		
17. Bids and Contracts	5 years	Storage	5 years	Destroyed
18. Correspondence	2 years (review)	Destroyed		
19. Librarian's Expense Account - Bills and receipts	Audited	Destroyed		
20. Annual reports typed official	2 years	Storage	Bound and kept	
21. Annual reports printed for public	2 copies put with	typed or mimeographed reports.		
22. Librarian's reports	2 years	Bound and cataloged		
23. Trustee notebook records	1 year	Destroyed		
24. Department reports	5 years	Destroyed		
25. Book Accounts Ledger	2 years	Destroyed		
26. Book Accessions Record	Permanently			