



**Lynx Library Consortium  
RECORDS RETENTION SCHEDULE**

Approved by the Lynx Board of Directors, <span style="color: red;">date</span>						
Record Type	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
				Any instrument or item not listed in this policy which is seemed to only have value to the user, recipient, etc. having possession of the item (e.g. rough notes, drafts prior to adoption, to-do lists, etc.) will be considered to have a retention period of 12 months		
Accounting, Budget, Finance & Payroll Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Accounts Payable	Records documenting payment of Consortium bills, including reports, invoices, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end, unless otherwise required by grant. Keep all e-rate vendor payments for 10 years from 10/30 (last date to invoice unless extended, if extended keep 10 years from	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years, USAC requires 10 years of retention.
Accounts Receivable	Records documenting billing and collection of monies owed to the Consortium by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name account number, account balance, adjustments, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Audit Report	Documents the Consortium's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the Consortium. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.	Fiscal, Legal	Permanent	Indefinite	Vital	Idaho Code 50-907(1)(d) provides that these records must be kept permanently.
Bank Transaction Records	Records documenting the status and transaction activity of Consortium bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Bond/Certificate of Participation Records	Records documenting financing of Consortium improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.	Fiscal, Legal	Permanent, Semi-permanent	Bond election documents are permanent; all other records five years after the bonds are paid off.	Important	Idaho Code 50-907(2)(a) & 50-907(2)(f) provides that these records must be kept at least five years.

Budget Records	Records used in preparing and adopting the Consortium budget, including revenue projections, instructions, department requests, worksheets, board- approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.	Fiscal, Legal	Permanent, Temporary	Keep notice of budget hearing (with tentative budget) and amendments permanently. Keep all other records five years after fiscal year end.	Important	
Deduction Authorization Records	Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Employee Time Records	Records documenting hours worked, leave hours accrued, and leave hours taken by Consortium employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.
Employee Travel Records	Records documenting reimbursements, expenses and other actions related to employee travel	Fiscal, Legal	Temporary	Five years after fiscal year end	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that these records must be kept at least five years. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years.
Federal & State Tax Records	Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmission of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.	Fiscal, Legal	Semi-permanent	Ten years after calendar year end	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Financial Reports	Reports documenting the financial condition and operation of the Consortium, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.	Fiscal, Legal	Permanent, Semi-permanent	Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently. All other reports five years after fiscal year end.	Important	Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently. Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.
Garnishment Records	Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
General Ledger	Records documenting the summary of accounts reflecting the financial position of the Consortium, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.	Fiscal, Legal	Semi-permanent	Keep year-end ledgers and general ledgers 10 years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Donation Records	Records documenting gifts and contributions to the Consortium, including donor information and acknowledgement letters.	Fiscal, Administrative	Temporary	Retain seven years	Non-essential	

Grant Records	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the Consortium. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Fiscal, Legal, Administrative	Semi-permanent	Keep final reports from significant grants over \$50,000 for ten years. Keep other grant records five years or as specified in the agreement, whichever is longer. Keep unsuccessful grant applications one year.	Useful	
Investment Records	Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the Consortium, including the Local Government Investment Pool.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Time Off Accrual Balance Reports	Reports documenting individual Consortium employee accrual and use of PTO, compensatory, holiday accrual, executive leave and other time off. Information usually includes: employee name, time off beginning balance, time off accrued, time off used, ending balance, and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Payroll Administrative Reports	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date	Fiscal, Legal	Temporary	Five years after fiscal year end	Useful	
Payroll Registers	Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of Consortium employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that these records must be kept at least five years. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years.
PERSI Records	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Fiscal, Legal	Semi-permanent	Ten years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Receipts	Copies of receipts, showing the date, from whom received, amount, purpose, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.
Sales & Use Tax Forms	Used to report and remit sales tax collected and due to the state.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	
Subsidiary Ledgers, Journals & Registers	Transaction records within the Accounting Software Systems: including vendor listing, vendor payments, budget transactions, cash receipts, grant tracking, credit card purchases and general ledger.	Fiscal, Legal	Semi-permanent	10 years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Unemployment Compensation Claim Records	Records documenting claims submitted by former Consortium employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.	Fiscal, Legal	Temporary	Five years after employees date of separation	Useful	
Unemployment Reports	Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.	Fiscal, Legal	Temporary	Five years after employees date of separation	Useful	

Vendor Lists	Lists of vendors providing goods and services to the Consortium	Fiscal, Legal, Administrative	Temporary	Keep until superseded or obsolete	Useful	
Wage & Tax Statements	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: Consortium name and tax identification number, employee name and social security number, wages paid, and amount paid.	Fiscal, Legal	Semi-permanent	Ten years after calendar year end	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Withholding Allowance Certificates	Certificates documenting the exemption status of individual Consortium employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.

Administrative Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Calendars, Appointment Books & Scheduling Records	Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of Consortium officials.	Administrative	Temporary	Keep until superseded or obsolete	Non-essential	
Capital Asset Records	Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years.	Fiscal	Semi-permanent & Temporary(Inventories)	Keep records (except inventories) five years after disposal or replacement of the capital asset. Keep inventories until superseded.	Useful	
Conferences, Seminars & Workshops	Records documenting attendance and presentations by Consortium employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc.	Administrative	Semi-permanent & Temporary	Keep presentations by Consortium employees five years. Keep all other records until superseded or obsolete.	Non-essential	
Contracts & Agreements	Agreements with vendors and other parties for the acquisition, lease, lease- purchase or sale of equipment, supplies, services or property.	Administrative	Semi-permanent	Five years after contract term expires, unless specified by agreement. Retain e-rate contracts for 10 years	Useful	Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.
Correspondence	Correspondence is divided into two types. Transitory Correspondence covers day-to-day office and housekeeping correspondence and does not contain unique information about Consortium functions or programs. General Administrative Correspondence includes records created or received in the course of administering, formulating, adopting and implementing Consortium policies/programs, but these records do not provide insight into significant policy/program discussions or decisions.	Administrative	Permanent, Semi-permanent, Temporary	General administrative correspondence is five years; transitory correspondence is until administrative needs end.	Important	
Deeds & Real Property Records	Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.	Legal	Permanent	Indefinite	Vital	Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.
Fire & Security Alarm System Records	Records documenting the fire & security systems including testing, inspections & logs. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.	Legal	Temporary	Three years after calendar year end	Useful	
Historical File	Includes local history and information about the Consortium's history. May include maps, newspaper clippings, news releases, scrapbooks, photographs, special events & celebrations, etc. <del>Items from the History Center collection may be kept indefinitely for historical record.</del>	Historical	Permanent	Indefinite	Vital	

Incident Reports	Document specific accident, injury or policy violation incidents and subsequent response activities. Information may include, but is not limited to: -name of individual(s) involved, address, and telephone number; details of incident or complaint; and staff name.	Legal, Policy	Temporary	Five years after calendar year end	Useful	
Public Record Requests	Includes written public records requests, Consortium denials of public records requests, appeals information, etc.	Administrative	Temporary	Three years after last action or final disposition of appeal (whichever is longer)	Useful	
Purchasing & Quality-Based Selection Records	Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.	Legal	Semi-permanent	Erate RFP 10 years beyond last date to invoice usually Oct. 30 unless extended then from extension date; five years for other documents	Important	Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a Consortium finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made; Erate guidance is from NCCE agreement.
Purchase Orders & Requisitions	Requests and purchase orders for goods or services purchased by the Consortium. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.	Legal	Semi-permanent	Five years after calendar year end	Important	Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.
Surveys, Polls, & Questionnaires	Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.	Administrative	Permanent, Temporary	Summaries indefinitely; all forms & other records one year	Useful	
Telephone Messages	Includes actual telephone messages and telephone message registers	Administrative	Temporary	Keep until superseded	Non-essential	
Vehicle Maintenance & Repair Records	Document the maintenance and repair history of Consortium-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc.	Administrative	Semi-permanent	Keep until vehicle is removed from service	Useful	
<b>Board Records</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
Consortium Board Meeting Agendas, Minutes & Recordings	Records documenting meetings of the Consortium Board of Directors and motions, resolutions, ordinances and other actions taken at Board of Directors meetings.	Legal, Historical	Permanent, Temporary	Adopted board meeting minutes and board meeting agendas (if not included in the minutes) are permanent. Keep audio/visual recordings until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.	Vital	Idaho Code 74-205 (governing body shall provide written minutes of its meetings)

<b>Information Systems &amp; Technology</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
Computer System Maintenance Records	These records document the maintenance of Consortium computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc.	Administrative	Temporary	Keep records one year after superseded or obsolete.	Useful	

Computer System Program Documentation	Records documenting the development, installation, modification, troubleshooting, operation and removal of software from Consortium computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.	Administrative	Temporary	Keep migration plans until superseded or obsolete. Keep other records one year after the system is superseded or obsolete.	Useful	
Computer System Security Records	Records documenting the security of the Consortium's computer systems, including: employee access requests, passwords, access authorizations, and related documents.	Administrative	Temporary	One year after superseded or obsolete		
Information Service Subscription Records	Records documenting Consortium subscriptions to information services, including: subscriptions, invoices, and correspondence.	Administrative	Temporary	One year after calendar year end	Useful	
Information System Planning & Development Records	Records documenting the planning and development of Consortium information systems, including: information technology plans, feasibility studies, cost- benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.	Administrative	Semi-permanent, Temporary	Keep information relating to implemented systems for the life of the system. Keep information relating to unimplemented systems one year.	Useful	
Software Management Records	Records documenting the use of software in Consortium information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.	Administrative	Temporary	One year after software disposed of or upgraded	Non-essential	
USAC and eRate Documentation	Records documenting the bidding process, scoring rubrics, email correspondence between the Consortium and potential bidders for all Category 1 and Category 2 eRate services offered by USAC.	Administrative	Semi-Permanent	10 years from the eRate calendar year July 1 - June 30	Essential	
User Support Records (IT Tickets)	Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.	Administrative	Temporary	Keep until superseded or obsolete	Non-essential	

<b>Insurance, Risk Management &amp; Safety Records</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
Contractor Liability Insurance Verification Records	Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.	Administrative, Legal	Semi-permanent	For public works projects keep 10 years after substantial completion; all other records five years after expiration.	Useful	
Insurance Policy Records	Records documenting the terms and conditions of Consortium insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.	Administrative, Legal	Semi-permanent	Keep insurance records six years after expiration if no claims pending.	Important	
Liability Claim Records	Records documenting various types of liability claims filed against the Consortium including: personal injury, property damage, motor vehicle accident, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.	Administrative, Legal	Semi-permanent	Keep 10 years after the case is closed or dismissed.	Important	
Property Damage Records	Records, photographs, and other records documenting damage to Consortium property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of the individual causing the damage (if known), value of damage, billing costs, etc.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	

Public Injury Reports	Records documenting injuries sustained by non-employees on Consortium property. Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	
Vehicle Accident Records	Records documenting accidents involving Consortium vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	
Safety Program Records	Records documenting the Consortium's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.	Administrative, Legal	Semi-permanent	Keep safety policies, plans and procedures five years after superseded. Keep inspection reports, evaluations, and recommendations 10 years. Keep all other records for five years.	Important	
Worker's Compensation Claim Records	Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep five years after claim closed or final action. Maintain employee exposure records for 30 years.	Important	Idaho Code 72-601 requires employers to keep records of work- related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.
<b>Legal Records</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
Civil Case Files	Documentation of pending and closed cases filed by and against the Consortium including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.	Legal	Semi-permanent	Keep 10 years after the case is closed or dismissed, or date of last action	Important	
Legal Opinions	Formal and informal opinions rendered by the Consortium's attorney for the board or Consortium administration, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Legal	Permanant	Indefinite	Important	
<b>Consortium Records</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
Circulation Records	Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.	Administrative	Temporary	Keep until items are returned and any fees paid.	Useful	
Circulation & Other Library Statistical Reports	Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.	Administrative	Permanent, Semi-permanent	Keep reports summarizing activities on an annual basis permanently. Keep all other reports for five years.	Important	Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.
Holdings Catalog	This is a catalog used by patrons to find materials in the library's collection. May be a manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.	Administrative	Temporary	Keep until superseded or obsolete.	Non-essential	
Consortium Complaints	These records document complaints received and actions taken concerning Consortium services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.	Administrative	Temporary	Keep two years after resolution of complaint or final action.	Useful	
Consortium Operation Policies	Policies concerning Consortium operations, including materials selection.	Administrative, Legal	Semi-permanent	Keep policy drafts one year, final approved policies until superseded or obsolete.	Vital	
Shelf Lists/Inventory	Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.	Administrative, Financial	Temporary	Keep until superseded or obsolete.	Useful	

Overdue Book Records	Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.	Administrative, Financial	Temporary	Keep until materials returned and fees collected or debts deemed uncollectible.	Useful	
Patron Requests	Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.	Administrative	Temporary	Keep until request approved or rejected	Non-essential	
<b>Human Resources &amp; Personnel Records</b>	<b>Description</b>	<b>Value</b>	<b>Classification</b>	<b>Retention Period &amp; Transfer Instruction</b>	<b>Category</b>	<b>Legal Guidance (Code citation, if applicable)</b>
EEO Records	Records documenting Consortium compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: policy statements, records to make EEO-4 reports, investigations, case files, complaints and related information.	Administrative, Legal	Semi-permanent	Keep EEO-4 records necessary for the completion of the EEO-4 for three years. Retain all other records for 10 years.	Important	
Background Checks	Records documenting the application and results of background checks for Consortium employees and volunteers.	Administrative, Legal	Semi-permanent	Keep three years from the making of the record; keep background check consents three years after superseded.	Important	
Benefits Continuation Records	Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.	Administrative, Legal	Semi-permanent	Keep five years from the making of the record.	Important	No retention period specified in 26 CFR Part 54
Employee Benefits Records	Records relating to Consortium employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation.	Administrative, Legal	Semi-permanent	Keep five years from the making of the record.	Important	Numerous federal regulations provide retention periods for these records: 29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition. 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least three years after the calendar year in which remuneration was due.

Employee Medical Records	Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: physician assessment records, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hazard exposure records, and release consent forms and related correspondence.	Administrative, Legal	Semi-permanent	Keep hazard exposure records 30 years after separation. Keep other records five years after claim ends or completion of litigation, whichever is longer.	Important	Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor.
Employee Personnel Records	Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, salary changes, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep five years after separation.	Important	Numerous regulations provide retention periods for these records: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII of the ADA, the Consortium is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action. 29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years. 49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.
Employment Eligibility Verification Form (I9)	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked.	Administrative, Legal	Semi-permanent	Keep for one year after termination or three years from employee hire date, whichever is later.	Important	Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.
Grievance/Complaint Records	Records documenting employee complaints/grievances. May include emails, audio files, written reports and other data.	Legal	Semi-Permanent	Keep 10 years from the making of the record.	Important	Title 67, Chapter 59 of the Idaho Code; Guidance from Idaho Commission on Human Rights and US EEOC; 29 C.F.R. Part 1627 (ADEA); 29 C.F.R. Part 1602 (Title VII, ADA, and GINA); 29 C.F.R. Part 516 (FLSA); 29 C.F.R. Part 1620.32 (EPA);
Photo Identification Records	Photographs and other records used to identify Consortium employees. May include photographs taken for Consortium identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.	Administrative, Legal	Temporary	Keep until superseded, obsolete or administrative needs end.	Useful	

Position Description, Classification & Compensation Records	Records documenting the description, classification and compensation of Consortium jobs and positions. Usually includes details of duties and responsibilities of each position, may include time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, and related records.	Administrative, Legal	Temporary	Keep three years after superseded, obsolete or administrative needs end.	Useful	29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the Consortium is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action. 29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years. 29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.
Recruitment & Selection Records	Document the recruitment and selection of Consortium employees. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep three years from the making of the record.	Important	29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action. 29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years. 29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.
Training Program Records	Records related to the design and implementation of training programs provided to employees by the Consortium. May include class descriptions, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records.	Administrative	Temporary	Keep until superseded, obsolete or administrative needs end.	Useful	
Volunteer Program & Worker Records	Records documenting the activities and administration of volunteer programs in the Consortium. May include volunteer hours statistics, volunteer program public Consortium records, insurance information, inactive volunteer files, and related records. Records documenting work performed for the Consortium by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.	Administrative	Semi-permanent	Keep volunteer applications and recruiting documents three years; Keep worker records keep five years after separation	Useful	

Any instrument or item not listed in this policy which is seemed to only have value to the user, recipient, etc. having possession of the item (e.g. rough notes, drafts prior to adoption, to-do lists, etc.) will be considered to have a retention period of 2 years.