

The Lewes Public Library, Inc.

Document Retention and Destruction Policy

This policy:

Identifies the record retention responsibilities of staff, volunteers, members of the Board, and outsiders for maintaining and documenting the storage and destruction of the Library's documents and records.

1. **Rules.** The Library's staff, volunteers, members of the Board of Directors and outsiders (e.g., independent contractors via agreements with them) are required to honor these rules:
 - a. Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the legal or administrative staff/department or their equivalent
 - b. All other paper documents may be destroyed after three years unless specified below;
 - c. All other electronic documents may be deleted from all individual computers, data bases, networks, and back-up storage after one year unless specified below; and
 - d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. **Terms for Retention.**
 - a. Retain permanently:
 - i. *Governance records* – Charter and amendments, bylaws, other organizational documents, governing board, and board committee minutes.
 - ii. *Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits/reviews.
 - iii. *Intellectual property records* – Copyright and trademark registration and samples of protected works.
 - iv. *Financial records* – Audited/reviewed financial statements, attorney contingent liability letters.

 - b. Retain for ten years:
 - i. *Pension and benefit records* – Pension (SIMPLE/IRA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
 - ii. *Government relations records* – State and federal lobbying and political contribution reports and supporting records.

 - c. Retain for three years:

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, on-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exception to these rules and terms for retention may be granted only by the Library's Board and Director.