

Originating 7/17/1997, the following retention listing was revised using the Revised 2002. "Records Retention and Disposition Schedule MI-1" published by the State Archives and Records Administration (SARA). **DISCLAIMER: Although this listing was produced using Schedule MI-1, it was revised to meet the needs of the system (by increasing certain retention periods, and in some instances a change in description headings) and should only be used as an example for Member Libraries to follow. Each library should create their own Retention/Disposition Schedule using the appropriate MU-1 or MI-1.**

**Records Retention/Disposition Schedule -Revised 7/23/09**

MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
<b>NOTE: Disposition of records created before 1910 requires specific written approval from SARA (State Archives and Records Administration), as required by Section 185.6 (c) of 8NYCRR.</b>				
L/LS	2.[305]	<b>Accession records:</b> (1 year after accessioning procedure becomes obsolete)	1 year (see note)	
GEN	31.[31]	<b>Accident Report</b> and related records (Note: 6 years, or 3 years after individual attains age 18, whichever is longer)	6 years	Per. &Ins
FIS	4.[202]	<b>Accounts Payable Journal</b> recording chronological entries of all fiscal transactions a. With detailed entries that include information on payee or payer and purpose: b. Citing only receipt or voucher number: (6 years after last entry) ** {MU-1 Permanent; MI-1 6 years}	PERMANENT 6 years	Bus.
FIS	4.[202]	<b>Accounts Receivable</b> , Cash transaction record showing cash rec'd. from collection of various fees and petty cash disbursed:	6 years	A/R
L/LS	6.[259]	<b>Acquisitions</b> - Individual title purchase requisition which has been filled or found to be unfillable: (Sug. 1 year)	2 years	Acq.
L/LS	7.[260]	<b>Acquisitions</b> - Records documenting selection of books and other library materials (Acq. List, Review Sources, etc.) (Sug. 1 year)	Current and past year's	Acq.

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MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
GEN	3.[3]	<b>Agenda</b> for meeting (because Agenda for NCLS Board Meetings becomes part of the minutes book these would be kept permanently)	1 year (see note)	Dir.
GEN	23.[23]	<b>Annual Report</b> , Annual, special or final report, summary, review or evaluation:	PERMANENT	Bus.
FIS	1.[214]	<b>Audit - report of audit of financial affairs</b>		
		a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS Comptroller's Office or by an outside auditing firm:	PERMANENT	Bus.
		b. Other external audits:	6 years	
		c. Internal audits conducted by local government officials:	6 years	
FIS	2.[264]	<b>Banking-Canceled checks</b> , or other instrument of payment, such bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check:  NOTE: It is recommended that a list of <u>destroyed unused</u> checks be created and maintained for legal or audit purposes.	6 years	Rec.
FIS	1.[217]	<b>Banking Communications</b> , including but not limited to bank state- ments, reconciliation, notification of voiding or return of check, can- cellation of payment, or other notice for cking or savings account:	6 years	Rec.
FIS	7.[223]	<b>Banking-Deposit Slips</b>	6 years	A/P
GEN	7.[7]	<b>Banking - Signature Cards</b>	6 years after	Bus.

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		Signature cards, or equivalent, showing signature of individual legally authorized to sign in specific transaction:	Authorization expires	
GEN	9.[9]	<b>Bi-Laws</b> (a copy in Permanent Board Book as they are amended.)	PERMANENT	Dir.
FIS	12.[210]	<b>Billing records covering services provided by local gov't..</b>		
		a. Customer's individual account: {6 years after last entry}	6 yrs. {see note}	
		b. Records used to determine billing and charges including "flat rate" computation record and copies of bills and chg. slips:	6 years	
		c. Billing address records: (0 after superseded or obsolete)	0 {see note}	
ELEC	2.[140]	<b>Board Election</b>		
		a. Sample Ballots & Final election results (in minutes book)	PERMANENT	Dir.
		b. All other election materials, i.e. voted ballot, tally sheets, etc. (must keep for longer if election is contested.)	1 year after election*	
GEN	5.[5]	<b>Board Resolution</b>	PERMANENT	Dir.
L/LS	4.[257]	<b>Borrowing or loaning records</b> , including interlibrary loan: ( 0 after not needed)	0 (see note)	ILL
BGT	4.[49]	<b>Budget - annual &amp; revisions</b>		
		a. Official copy (in minutes book)	PERMANENT	
		b. Report office copy: (0 after no longer needed)	0 (see note)	A/P>
BGT	1.[46]	<b>Budget preparation file</b> for budget request or estimate submitted by	6 years	Bus.

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MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
		department head, including but not limited to tentative budget appropriation, staffing requests, estimates of revenues or expenditures, narrative of services, budget message and related records.		
BGT	7.[52]	<b>Budget revisions</b> - (if not included in minutes) including approval or denial for change in approved budget and including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds: {Sug.. 6 years}	PERMANENT {see note}	Dir.
BGT	5.[50]	<b>Budget, Special</b> - filed with Local, State or Federal agency:	PERMANENT	
BGT	6.[51]	<b>Budget status report</b> on allocation, receipts, expenditures, encumbrances and unencumbered funds a. Cumulative report: (sug. 6 years) b. Monthly or quarterly report: (sug. 1 years)	PERMANENT	Dir.
PP&E	4.[415]	<b>Capital construction or public improvement project file</b> including but not limited to bids, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements  a. When project is undertaken: b. Bids to which contract is <i>not</i> awarded: c. When project is proposed but <i>not</i> undertaken:	PERMANENT 6 years years after last entry	
PP&E	1.[412]	<b>Capital Expenditure records</b> [NOTE: see also "Real property acquisition or sale file" and Capital Construc.]	PERMANENT	Bus.
FIS	5.[267]	<b>Cash receipts journal</b> recording chronological entries of all fiscal transactions {MU-1 sug. PERMANENT - MI-1 6 years}	6 years	Bus.
L/LS	5.[258]	<b>Catalog of holdings</b>		

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MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
		a. Manuscript or printed catalog:	PERMANENT	
		b. Continuously updated catalog (0 after superseded/obsolete)	0	
L/LS	1.[304]	<b>Chartering, incorporation and registration records</b> (see also Governmental establishment and reorganization records MI-1 Misc.)	PERMANENT	
FIS	2.[218]	<b>Checks - canceled &amp; void</b> (see capital expenditures)	6 years	A/P
FIS	3.[219]	<b>Checks - copy of check or check stub</b>	6 years	A/P
FIS	4.[248]	<b>Check Log</b> - (created by receptionist)	6 years	A/P
GEN	6.[6]	<b>Contracts</b> (see legal agreements) {6 years after term expires}	6 yrs. {see note}	
GEN	10.[10]	<b>Correspondence</b>		
		a. Documenting significant policy or decision making:	PERMANENT	
		Note: SIGNIFICANT CORRESPONDENCE IS OFTEN MAINTAINED BY THE CHIEF ADMINISTRATIVE OFFICER.		
		B. Director's correspondence (per LJM)	PERMANENT	
		c. Containing legal, fiscal or administrative info:	6 years	
		d. Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters):	1 year	
EM&A	1.[198]	<b>Executive, Manager, or Administrator's office files</b> , including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts, and other legal documents		
		a. Where file documents a significant subject, or major policy-making or		

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		program-development process:	PERMANENT	
		b. Where file documents routine activity:	6 years	
		<b>Fire safety records, .....</b> [see under property]	6 years	
GEN	22.[22]	<b>Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics</b> , except annual report.	6 years	
A/RM		<b>Disposition of Records</b> - See records disposition		
		<b>Dissolution</b> (see Governmental establishment and reorganization records)		
GEN	26.[26]	<b>Draft-Working document</b> , incl. worksheet or posting record except worksheets containing fiscal information (i.e. budgets)	1 year	
GEN	19.[19]	<b>Duplicate copy of record</b> , created for administrative convenience, except where retention is specified elsewhere.	0 after not needed	
FIS	4.[202]	<b>Encumbrance Register</b>	6 years	PO
FIS	8.[206]	<b>Encumbrance - Notice of</b> indicating funds encumbered and amount remaining unencumbered: (Note: Included in Expenditure Report and in Permanent Board Bk.)	6 years after account is satisfied	
PP&E	13.[424]	<b>Equipment-Maintenance, testing, service, operational and repair records</b> for equipment or vehicle		
		a. Cumulative summary record for vehicle or equipment: {6 yrs. after vehicle or equipment no longer in use}	6 yrs. {see note}	
		b. Individual report when posted to cumulative summary record:	6 years	

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		c. Individual report when not posted to cumulative summary record: {6 yrs. after vehicle or equipment no longer in use}	6 yrs.-{see note}	
		d. Log or similar record:	3 yrs. after last entry	
PP&E	14.[425]	<b>Equipment-Specifications, warranty and descriptive information</b> received from vendor for vehicle or equipment: {6 years after vehicle or equipment no longer in use}	6 years {see note}	
		<b>FIXED ASSETS</b> (See Capital expenditures)		
FIS	3.[247]	<b>General Journal</b> ** (MU-1 sug.. PERMANENT - MI-1 6 years)	PERMANENT	
FIS	1.[199]	<b>General Ledger</b> ** (MU-1 sug.. PERMANENT - MI-1 10 years)	PERMANENT	
MISC.	8.[283]	<b>Gifts - Records of more than \$500</b> <b>Gifts - Records of \$500 or less</b>	PERMANENT 6 years	
MISC.	5.[280]	<b>Governmental establishment and reorganization records,</b> covering establishment, incorporation, annexation, consolidation, dissolution or charter revision, for political subdivision, including but not limited to petitions, special studies and surveys, correspondence with State agencies, records of voter action and reports:	PERMANENT	
GEN	13.[13]	<b>Grant program file</b> a. Application, proposal, agreement, narrative, evaluation, and annual report for accepted grant:	PERMANENT	
		b. Background material, fiscal records, and supporting documentation: [Note: 6 yrs. after renewal, close of grant, or denial of application]	6 years (see note)	

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MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
A/RM	6.[39]	<b>Guide, listing, index, or other finding aid</b> to archival records:	PERMANENT	
P/CS	9.[318]	<b>Health and life insurance records</b>		
		b. Declination statement filed by employee:	0 after separation	
		c. For employee with no dependent survivor: (3 years after termination of employee's coverage)	3 years	
		d. For employees with dependent survivor: (3 years after termination of dependent survivor's coverage)	3 years	
GEN	32.[32]	<b>Incident Report</b> - Report of incident of theft, arson, vandalism, property damage or similar occurrence:	6 years	Bus.
P/CS	20.[329]	<b>Injuries</b> - log of occupational injuries	5 years	Bus.
I/S-I	4.[249]	<b>Insurance policy</b> covering fire theft, property damage, personal injury liability, general liability, insurance of life or property, or marine protection and indemnity, when no outstanding claims are involved.	6 years after expiration	Bus.
GEN	18.[18]	<b>Internal information record</b> , including but not limited to calendars of appointments, office and travel schedule, memos and routing slips, used solely to disseminate information or for similar administrative purposes:	0 after not needed	
FIS		<b>IRS Form 990 - "Return of Organization Exempt From Income Tax"</b> [Not covered by SARA. SARA looked up in IRS code and recommends keeping these records for 3 or 4 years]	6 years	Bus.



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A/RM	2.[35]	<b>Inventory, Records</b> - for non-current or inactive records in storage:	0 after superseded	
PP&E	11.[485]	<b>Inventory, Supplies:</b>	6 years	P/O
PUR	6.[501]	<b>Invoice</b> , statement or similar notification by vendor of supplies, materials, or equipment sent:	6 years	A/P
P/CS	9.[337]	<b>Job Applications for those not hired</b> (When applicant hired, application is retained in personnel file and becomes PERMANENT)	3 years	ADir.
GEN	6.[6]	<b>Legal agreement</b> , including contract, lease, and release involving local government:	6 yrs.. after exp. or term.	
GEN	4.[4]	<b>Legal opinion or directive:</b> rendered by agency: (i.e. Bi-Laws, Personnel Policy, etc.)	PERMANENT	Dir. ADir.
GEN	25.[25]	<b>List, index or summary</b> used for internal administrative convenience or for informational purposes:	0 after obsolete	
A/RM	6.[39]	<b>Listing, guide, index, or other finding aid</b> to archival records	PERMANENT	
GEN	24.[24]	<b>Long Range Plan</b>	PERMANENT	
MAIL		<b>Mail, "Record of Meter Register Readings</b> (per Postmaster, Watertown)	7 years	
GEN	21.[21]	<b>Mailing list</b> used for billing or other administrative purposes [1 yr after superseded or obsolete]	1 year {see note}	
GEN	1.[1]	<b>Minutes</b> , Official - of Governing body or board, including all records accepted as part of minutes regardless of format:	PERMANENT	Dir.

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GEN	11.[11]	<b>Newsletters - official copy of publication</b> including newsletter, press release, published report or bulletin prepared by or for local government unit:	PERMANENT	
L/LS	3.[306]	<b>NCLS Directory</b>	0/Superceded	
P/CS	6.[315]	<b>Organizational Chart</b> - Administration  <b>Overtime Authorization</b> (See payroll)	PERMANENT	Dir.
PUR	8.[503]	<b>Packing slips</b> , shipping ticket, copy of bill of lading or similar record used to verify receipt of materials or supplies:	6 years	A/P
PUR	6.[501]	<b>Paid Bills</b> - vendor's invoice & vouchers (other than for capital expend.)  <b>Paid Receivables</b> (see Billing records)	6 years	A/P
P/R	1.[291]	<b>Payroll</b> - including information on gross and net pay, base pay, taxes, and other deductions	55 years	Bus.
P/R	3.[293]	<b>Payroll - distribution breakdown records</b>	6 years	Bus.
P/R	5.[295]	<b>Payroll - employee time cards, sheets, or books</b>	6 years	TS
P/R	6.[296]	<b>Payroll - record of employee absences or accruals</b>	6 years	TS
P/R	7.[297]	<b>Payroll - employee request for time off/work overtime</b>	6 years	TS
P/R	9.[299]	<b>Payroll - employee voluntary payroll deduction request form</b> (Sug.. 5 yrs. after superseding form is filed, authorization expires, or employment is terminated)	5 years (see note)	Bus.
P/R	16.[306]	<b>Payroll - Employer's copy of Annual Federal Tax Return (Form 940),</b> Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 841a), Notice of Tax Return Due (Form TY 14), or equivalent forms: [SARA recommends 5 years]	6 years after tax paid	
P/R	13.[303]	<b>Payroll - Quarterly or other periodic report of wages paid</b> prepared for social security and report of any adjustments or corrections		

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		[6 years after year in which wages were reported]	6 years	Bus.
P/R	17.[307]	<b>Payroll - Employer's copy of: US Information Return for Calendar</b> Year (Form 1099), Withholding Tax Statements (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3), or equivalent forms. [SARA recommends 5 years]	6 years	
P/R	18.[308]	<b>Payroll - Employee's Withholding Exemption Certificate (Form W-4),</b> or equivalent form (5 years after a superseding certificate is filed or employment is terminated)	5 years [see note]	
P/R	19.[309]	<b>Payroll - Employer's copy of New York State income tax records</b> relating to employees [SARA recommends 5 years]	6 years after tax was paid	
P/R	19.[309]	<b>Payroll - Employer's copy NYS Income Tax</b> (Sug.. 5 years) [SARA recommends 5 years]	6 years after tax was paid	Bus.
P/R		<b>Payroll - Guidelines for Unclaimed wages</b> (taken from Payroll Manager's Letter 5/7/01 pg. 5)	3 years	Bus.
P/R	9.[299]	<b>Payroll - Employee's voluntary payroll deduction request form:</b> (5 years after superseding form is filed, authorization expires, or employment is terminated)	5 years (see note)	
P/R	8.[298]	<b>Payroll - Record of assignments, attachments, and</b> garnishments of employee's salary		
		a. When employment was terminated prior to satisfaction of garnishment (6 years after termination of employment)	6 years	
		b. When satisfied (5 years after satisfaction of garnishment)	5 years	
P/R	15.[305]	<b>Payroll Report submitted to New York State Employee's</b> <b>Retirement System</b> , or any other official pension system. (It is SARA's (State Archives and Records Administration) recommendation that these records be kept for 6 years, however,		

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		these records are a valuable resource when answering requests from the Retirement System upon the their receipt of a retirement application for past employees)	PERMANENT	
		Payroll - Retirement Applications and Correspondence (SARA recommends 6 years after termination)	PERMANENT	
		<b>Personnel Manual</b> , {see Legal Opinion or directive}		
P/R		<b>Payroll notebook</b> used to log changes in payroll prior to the payroll date [Not listed under SARA but because there is documentation for the change in payroll being made it is the Business Manager's opinion that these notebooks be destroyed after 1 year)	1 year	
P/CS	1.[310]	<b>Personnel records of local government employee</b> (includes volunteers and interns)  a. Personnel case file materials, except summary information record (which is permanent), and including but not limited to application for employment, resume, report of personnel change, evaluation (performance review), notice of resignation or termination, and correspondence. (6 years after termination of employment)	6 years	
P/CS	2.[311]	<b>Personnel - Investigative records and disciplinary proceedings</b> , including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence [SARA recommends 3 years after final decision rendered]	3 years after termination	
P/CS	14.[323]	<b>Personnel - Grievance records</b> , including but not limited to grievance, investigative records, hearing proceedings, decision		

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		rendered by employer, employee appeal, records of arbitration procedure, final decision, and correspondence. [SARA recommends 6 years after grievance is resolved]	6 years after termination	
FIS	5.[203]	<b>Petty Cash</b> , receipts & disbursements (filed in A/P folders)	6 years	A/P
GEN	30.[30]	<b>Postal records</b> , including returned registered or certified mail card or receipt and insurance receipt:	1 year	A/P
GEN	9.[9]	<b>Procedures Manual</b> , or policies and standards	PERMANENT	Dir.
PP&E	4.[415]	<b>Property-Capital construction or public improvement project file</b> , including but not limited to bids, specifications, contracts, performance guarantees, inspection reports, etc.  a. When project is undertaken: b. Bids to which contract is not awarded: c. When project is proposed but not undertaken:	PERMANENT 6 years 6 yrs. after last entry	
PP&E	9.[420]	<b>Property-Fire safety records</b> , including fire drill report, fire alarm records, fire inspection reports and fire investigation reports:	6 years	
PP&E	10.[421]	<b>Property-inventory</b> covering vehicles machinery and equipment: {6 yrs. after replacement, sale, or discontinuance of use of all property listed}	6 years {see note}	
PP&E	1.[412]	<b>Property, Real-acquisition or sale file</b> for property owned by local gov't including but not limited to copy of deed, copy of assessment, copy of sit or plot plan, photographs, recommendation or justification for acquisition or sale, approval for acquisition or sale, closing statement, memoranda and correspondence:	PERMANENT	Dir.

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PP&E	2.[413]	<b>Property - Master summary record</b> (book, log or register) recording acquisition or sale of property by local government:	PERMANENT	
PP&E	5.[416]	<b>Property-Official plans, maps, designs, architectural drawings and photographs</b> for buildings or other facility owned by local government, and index:	PERMANENT	
PP&E	3.[414]	<b>Property-Official copy of sale or auction list, and notice or advertisement of sale of real property by local government:</b>	PERMANENT	
PP&E	8.[419]	<b>Property-Public facility use file</b> , including but not limited to requests, correspondence and authorizations:	6 years	
PP&E	6.[417]	<b>Property-Tracing of map, plan, or design</b> used to make prints:	1 yr. after obsolete	
PP&E	11.[422]	<b>Property - Inventory of Supplies</b>	6 years	
PP&E	12.[423]	<b>Property - Property sale or discard records</b> , except real property, including but not limited to description of property, bids or offers, and receipt of deed of gift	6 years	
PUR	1.[496]	<b>Purchase Orders</b> or similar record, used to obtain materials, supplies, or service:	6 years	PO
PUR	2.[497]	<b>Purchase requisition</b> , request, estimate or similar record, used to submit purchase requirement:	6 years	PO
PP&E	17.[428]	<b>Purchasing - Request for services or supplies</b> , including stockroom supplies, forms and publications, duplication, or use of any vehicle or equipment.	6 years	PO
FIS	1.[237]	<b>Receipt (received) or copy of receipt (issued)</b> other than for	6 years	A/P

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		payment of taxes:		
A/RM	1.[34]	<b>Records disposition documentation</b>		
		a. Consent of the Commissioner of Education to the use of records retention and disposition schedules and the legal disposition of records:	0/superseded	
		b. Documentation of final disposition of records, describing records disposed of and manner and date of disposition:	PERMANENT	
GEN	2.[2]	<b>Recording of voice conversations</b> including audio tape and stenographer's notebook	BELOW	Dir.
		a. Recording of Board Meetings: [4 mos. after Trans. and/or approval of minutes]	4 mos. (see note)	
		b. Other than "public meetings"	0 after not needed	
GEN	16.[16]	<b>Repair, installation, maintenance or similar record</b>	6 years	A/P
FIS	1.[283]	<b>Reports - daily, weekly, monthly, quarterly, or other periodic fiscal reports</b> , including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports:	6 years	A/P
GEN	32.[32]	<b>Report of incident of theft, arson, vandalism, property damage or similar occurrence:</b>	6 years	
P/R	15.[305]	<b>Retirement Report</b> submitted to NYS Employee's Retirement System or any other official pension system (Sub. 6 years)	PERMANENT	

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GEN	20.[20]	<b>Schedule or Log</b> used for internal administrative purposes only:	1 year	
PUR	10[505]	<b>Standing order file</b> , used for purchase of materials and supplies which are received on a regular basis:	6 years	FDesl
FIS	2.[200]	<b>Subsidiary ledger</b> providing details of the general ledger accounts (6 years after last entry)  <b>Supplies &amp; Service - Request for service or supplies,</b> {see purchasing}	6 years (see note)	CL
FIS	12.[274]	<b>Tax exempt records</b> , showing that local government is exempt from paying sales, use or other taxes: {sug.. 1 year after superseded or obsolete}	PERMANENT	Bus.
GEN	28.[28]	<b>Telephone call log</b> , statement or equivalent record.	1 year	Bus.
P/CS	16.[325]	<b>Toxic substance exposure records</b>  a. Records of exposure or possible exposure of an employee to toxic substance.  b. List of employees who handle toxic substances  c. List of toxic substances present at workplace (40 years after superseded or obsolete)  d. Material safety data sheet or fact sheet, providing detailed information on specific toxic substance at workplace, for substances listed in Subpart Z, 29 CFR (Federal O.S.H.A. Regulations) (40 years after substance no longer present at workplace)	PERMANENT  6 years after last entry  40 years  40 years	



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		e. Material safety data sheet or fact sheet, providing detailed information on specific toxic substances at workplace, for substances not listed in Subpart Z, 29 CFR (Federal O.S.H.A. Regulations (1 year after substance no longer present at workplace)	1 year	
		f. Training records covering training of employees in handling toxic substances (0 after termination of employment, but not less than 6 years)	See notation	
		g. Summary records of toxic substance training, including but not limited to policy statements, minutes of meetings and training sessions and summary descriptions of training given employees	PERMANENT	
FIS	8.[503]	<b>Travel expenses, Verification of</b> , including but not limited to certificate of accuracy and receipts:	6 years	A/P
P/CS	10.[319]	<b>Unemployment insurance records</b>		A/P
		a. Claim filed by employee, when claim is approved: *	PERMANENT	
		b. Claim filed by employee when claim is disqualified: *	PERMANENT	
		* Any correspondence concerning Unemployment is filed in the Personnel file for PERMANENT records. (duplicates are filed with A/P & kept for 6 years)		
		c. Claim payment report:	6 years	
PP&E	16.[427]	<b>Vehicle - Consumption and dispensing records</b> for fuel, oil or similar products used by publicly owned vehicles or equipment	6 years	A/P
PP&E		<b>Vehicle repair record</b> {See-Equipment-Maintenance}		
PP&E	15.[426]	<b>Vehicle usage records</b> , including schedule and trip log:	6 years	

**Records Retention/Disposition Schedule -Revised 7/23/09**

MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
PUR	4.[499]	<b>Vendor file</b> , including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors:	0 after obsolete	Bus.
PUR	5.[500]	<b>Warranty - Performance Guarantee</b> - written for products or similar record {6 years after expiration]	6 years {see note}	Bus.
GEN	17.[17]	<b>Worker's Compensation Audits</b>	PERMANENT	Bus.
		<b>Worker's Compensation and employer's liability insurance policy</b> , when no outstanding claims are involved:	PERMANENT	Bus.
		<b>Worker's Compensation</b> - Reporting claims on Form C-2	PERMANENT	Bus.

Listing for locating the numbered items on schedule MI-1.

Meaning of Acronyms and Abbreviat

A/RM	Archives/Records Management
BGT	Budget
ELEC	Election

Acq.
A.Dir.
A/P

**Records Retention/Disposition Schedule -Revised 7/23/09**

MI-1 Section	MI-1 Item#	Description of Record	Retention Period	LO- CA- TION
EM&A		Executive, Manager and/or Administrator	A/R	
FIS		Fiscal	Bus.	
GEN		General	Dir.	
I/S-I		Insurance/Self-Insurance	FDesk	
LDC		Local Development Corporation	ILL	
L/LS		Local/Library Systems	Ins.	
MISC.		Miscellaneous	PO	
P/R		Payroll	PER	
P/CS		Personnel/Civil Service	REC	
PP&E		Public Property and Equipment	SARA	
PUR		Purchasing	TS	

Special Notations

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N/A-Computerized

Permanent Record  
Personnel File

\*\* Contact SARA for ruling

Accts Receivable Journal  
on file w/Business Office

2 years on computer

In Acquisitions

Special Notations

---

Included in Permanent  
Board Book

On file in the File Room

On file in the Director's Office  
and in Permanent Board  
Book

Included w/Treasurer's Report  
and Bank Statements

Filed w/paid bills

Special Notations

---

In Official Minutes Book

In Official Minutes Book

Copy filed w/ A/P & targeted  
for disposition-6 years

On file in the Business Office

## Special Notations

---

In Official Minutes Book

Filed w/specific grants

Receipts & Expenditures  
report on permanent  
file in the Official Minutes  
Book

On file in the Business Office  
"Equipment Ledger Database"

Contact SARA for ruling

Special Notations

---

w/Bank Stment & Pd Bills  
filed with Paid Bills  
filed with Paid Bills



Special Notations

---

Filed w/PO's

## Special Notations

---

\*\* Contact SARA for ruling

\*\* Contact SARA for ruling

These should be combined  
at the end of the grant  
year creating 1 official grant folder

Special Notations

---

Special Notations

---

Special Notations

---

In Official Minutes Book

Attached to paid bills

Becomes permanent part of  
personnel file.

## Special Notations

---

After retention period, net pay must be turned over to the state.

Special Notations

---

Special Notations

---



Special Notations

---

In inventory log book and  
Equipment Ledger Program

attached to purchase  
order where applicable

Attached to PO

Filed w/paid bills above (Petty Cash)

Special Notations

---

Filed in A/P folder with invoice  
and/or correspondence file

Special Notations

---

Ordered and logged in  
by the receptionist

Special Notations

---

Filed with the A/P records  
attached to fuel invoices

Special Notations

---

Kept on Acctg. Software  
Program-periodically  
deleted

Filed in Correspondence  
drawer

Kept in Personnel File

Kept in Personnel File

ions  
Acronyms

Located in the Acquisitions Department  
On file with the Assistant Director  
Filed with Accounts Payable

#### Special Notations

Included with the Accounts Receivable records

On file in the Business Office

On file with the Director

Located at the Front Desk

Interlibrary Loan Department

Located in Insurance File

Attached to the Purchase Order

On permanent record in the Personnel File

Filed in the Records Room

State Archives & Records Administration

Technical Services Department