

## Municipal Records Retention Schedule M11

**LIBRARY RECORDS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
(M3)	<b>Accounting Records</b>	see M3: Fiscal Records, Part 1	
(M1)	<b>Administration Records</b>	see M1: General Administration Records	
<b>M11-010</b>	<b>Bequests</b>	permanent	maintain in municipality
<b>M11-020</b>	<b>Calendars</b> - includes activities, community and programs	1 year	destroy <sup>1</sup>
<b>M11-030</b>	<b>Catalog of Holdings</b> in electronic or paper format	continuously updated	destroy <sup>1</sup>
	<b>Circulation Records</b> , including Interlibrary Loan Transactions		
<b>M11-035</b>	a. Borrower's registration applications	until superseded, or length of registration	destroy <sup>1</sup>
<b>M11-040</b>	b. Borrower transaction records	until item returned	delete from system
<b>M11-050</b>	c. Connecticard transactions	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M11-055</b>	d. Interlibrary Loan requests for copies (Borrowing Library)	current plus three years <sup>2</sup>	destroy <sup>1</sup>
<b>M11-060</b>	e. Fines open	until paid or forgiven	destroy <sup>1</sup>
<b>M11-065</b>	f. Fines paid	3 years or until audited, whichever comes later	destroy <sup>1</sup>
	<b>Civil Service Records</b>		
(M2-055)	a. Applications	2 years after life of list	destroy <sup>1</sup>
(M2-060)	b. Examinations	2 years after life of list	destroy <sup>1</sup>
(M2-065)	c. Test results (hiring list of eligibles)	2 years after life of list	destroy <sup>1</sup>
<b>M11-080</b>	<b>Complaints, records of</b>	2 years	destroy <sup>1</sup>
<b>M11-085</b>	<b>Computer Terminal Sign-up Sheets</b>	1 month	destroy <sup>1</sup>

**Schedule M11 – Library Records, p. 2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Correspondence, routine or policy</b> in electronic or paper format		
(M1-080)	a. Routine <sup>3</sup>	2 years	destroy <sup>1</sup>
(M1-085)	b. Policy	permanent	maintain in municipality
<b>M11-090</b>	<b>Endowments</b>	permanent	maintain in municipality
<b>M11-100</b>	<b>Fees, records of fees collected</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
(M3)	<b>Financial Records</b>	see M3: Fiscal Records	
	<b>Grant Records</b>		
<b>M11-110</b>	a. State and LSCA Title 2 program records	20 years after receipt of final payment from State	destroy <sup>1</sup>
(M1-145)	b. All other grant records	6 years after renewal, termination, or final report or audited, whichever is later <sup>4</sup>	destroy <sup>1</sup>
	<b>Insurance records:</b>		
(M3-205)	a. Certificate of Insurance, expired	3 years or until audited, whichever comes later	destroy <sup>1</sup>
(M3-210)	b. Claim files, including health	6 years after audit	destroy <sup>1</sup>
(M3-215)	c. Group insurance: monthly statements of premiums due, bills, correspondence, and related documents	3 years or until audited, whichever comes later	destroy <sup>1</sup>
(M1-155)	d. Policies, expired	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M11-120</b>	<b>Inventory of all library materials</b>	continuously updated	destroy <sup>1</sup>
<b>M11-130</b>	<b>Library Board Records</b> including bylaws, minutes, and Policies	permanent	maintain in municipality
(M1-215-218, M1-260)	<b>Meeting Records</b> , including minutes	see M1: General Administration records	

**Schedule M11 – Library Records, p. 3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M11-140</b>	<b>Meeting Room requests and contracts</b>	1 year	destroy <sup>1</sup>
<b>(M2)</b>	<b>Personnel Records</b>	See M2: Personnel/Labor Relations, Part 1	
	<b>Policies and Procedures</b>		
<b>(M1-225)</b>	a. Official record copy	permanent	maintain in municipality
<b>(M1-230)</b>	b. Duplicate copies	until superseded	destroy <sup>1</sup>
<b>(M3-290)</b>	<b>Purchase Orders</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
	<b>Reports</b>		
<b>(M1-240)</b>	a. Annual (record copy)	permanent <sup>5</sup>	maintain in municipality
<b>(M1-245)</b>	b. Special/administrative and/or interim, including copies of reports created for submission to state or federal agencies.	2 years	destroy <sup>1</sup>
<b>M11-150</b>	<b>Statistics, all</b>	current, plus 1 year	destroy <sup>1</sup>
	<b>Volunteer Group Records, including Friends of the Library:</b>		
<b>M11-160</b>	a. Time, travel and reimbursement records	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M11-165</b>	b. Historical records, including bylaws, scrapbooks and minutes	permanent	maintain in municipality

<sup>1</sup> Municipalities may destroy records only after receiving the signed approval form (RC-075, rev 2/2005) from the Public Records Administrator. Retention period established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

<sup>2</sup> This retention requirement conforms to the recommendations of CONTU (National Commissions on New Technological Uses of Copyright Works).

<sup>3</sup> This means truly routine correspondence. Not included are letters, memos, or forms concerned with financial matters—such as vendors (1) requesting proposals or bids, (2) regarding disputed payments/services/etc. The latter should be retained for the specified retention period. If any dispute over services, payments, etc. occurs, the municipality should start the count at the date of final settlement. This would help ensure that vital records are accessible for a realistic period for review by auditors and other parties.

<sup>4</sup> Some grant records may have historical value and you may choose to keep them for a longer period of time.

<sup>5</sup> If printed in full town report, the annual report does not have to be retained permanently.