

Records Retention Quick Reference for Public Libraries

Records Retention Schedules list the records created, used and maintained by public libraries, along with retention and disposal information for those records. Public libraries in KY follow two records retention schedules: Public Library and Library Board schedule, and the Local Government General Records schedule. These schedules can be found on the KDLA website. This list is an abridgement of the two publications. It is designed to serve only as a quick reference guide to records retention practices. **Public libraries are responsible for maintaining the integrity of records. It is important to read the full series listing when discarding records.**

[Local Government General Records Schedule](#)

[Public Library and Library Board Schedule](#)

Questions? Contact your [Local Records Regional Administrator](#)

Notes code:

V – Vital Record: Essential to the continued functioning of an agency.

Years code:

P – Permanent: Retain permanently. Do not destroy.

Record Type	Years	Notes	Series	Page #
Fiscal & Accounting				
Contracts And Agreements (V)	15	This record series documents the terms by which items and/or services were purchased and the responsibilities of each party. Retain for fifteen (15) years after completion or termination and audit (KRS 413.090), then destroy.	L5014	28

Record Type	Years	Notes	Series	Page #
Voucher Register	3	This record series documents the issuance of a voucher for the purpose of issuing a payment for a purchase. The voucher is the authorization to pay. This record series may contain: Date, voucher #, purchase order #, invoice #, and amount. Retain for three (3) years, then destroy after audit.	L5012	28
Annual Approved Budget (V)	P	This record series documents the proposed revenues and expenditures for each agency within the local government based on solid projections. This is the final product which is adopted by the legislative body through the approval process. Retain one (1) copy permanently.	L5007	25
Annual Audit	P	This record series documents the receipts and expenditures of each fund of the local government and gives its financial condition. A completed audit and all work papers are presented to the local legislative body for approval. This audit may be conducted by the Auditor of Public Accounts or a certified public accountant. Retain permanently.	L4998	22
Banking Records File	3	This record series documents all banking transactions, including payroll and is maintained to verify the checks written and reconciliation of accounts. It is also used as an audit trail and a reference. Retain for three (3) years, then destroy after audit.	L5001	23
Accounts Payable File	3	This record series documents the purchasing and bill paying process. This record series may contain: purchase order, travel requests, receipts, vendor invoices, check copy, receiving order and supporting documentation. Retain for three (3) years, then destroy after audit.	L5011	24

Record Type	Years	Notes	Series	Page #
Miscellaneous - This covers the majority of your records				
Official Correspondence/Messages	P	Documents the major activities, organizational functions, history and programs of local government. Usually created by the chief administrative officer of the local government agency. Retain permanently.	L4954	1
Routine Correspondence/Messages	2	Documents general work activities related to administration of the functions, programs and policies of a state agency. Examples include most e-mail correspondence, advice, and answers to questions.	L4955	1
Non Business-Related Correspondence/Messages	0	Correspondence not related to agency business. Examples include personal messages, spam and other unsolicited correspondence. Delete or destroy immediately.	L5866	9
Electronic Messages	Examples include email, text messages, listserv messages and voicemail. These messages can be any type of record. Identify what type of record it is and follow the appropriate retention period.			
Policies and Procedures	P	Retain (1) one copy of each version of a policy permanently. Other copies may be destroyed when superseded.	L4959	3
Publications Created By Local Government	P	This record series documents publications created and published by local government. Examples include the Annual Report, surveys, informational material for the public, promotional material, statistical reports, periodicals and plans. Retain permanently.	L4957	2

Record Type	Years	Notes	Series	Page #
Official Minutes (V)	P	This record series documents official minutes of actions taken by any public agency as required by KRS 61.835, with an accurate record of votes and actions at such meetings. Retain permanently.	L4938	30
Audio/Video Recordings of Official Meetings	0	This record series documents the actual proceedings of public meetings. According to KRS 61.835, minutes need only contain an accurate record of votes and actions. Because additional discussion need not be included as part of the official record, after the minutes are formally accepted at the following meeting, recordings do not need to be kept after the minutes are approved.	L4940	30
Informational and Reference Material	0	Documents materials of a non-technical or technical nature which may aid in or support the conduct of official agency business, but which are not critical to continued operations. Examples include brochures, reports, training agendas or programs. This series does not include correspondence. Destroy when no longer needed.	L4956	2
Surveillance Video/Audio Recordings	0	This record series documents the activities in public areas of local government facilities. The cameras usually run 24 hours a day and record all activities in specific areas. Used in case there is destruction of property, breaking and entering, or other unlawful acts. Retain for thirty (30) days then, destroy or re-use if no litigation is pending.	L5364	7

Personnel and Payroll

Record Type	Years	Notes	Series	Page #
Personnel File (V)	60	This record series documents an individuals employment history with a local government. It is the master file and the primary source of their employment history. This file should document all the employment history which is deemed significant in determining job performance. Retention varies on type of record, check full schedule.	L5034	43
Applications - Persons Not Hired	2	This record series documents those applicants who have applied for positions, but are not hired. Destroy after two (2) years or after close of litigation whichever is longest.	L5038	44
Wage and Tax Statements/W-2 (V)	5	This record series documents the annual statement of wages and taxes paid an employee for federal and state tax purposes. Retain for five (5) years, then destroy after audit.	L5024	37
Form 1099s	4	This record series documents forms 1099-Misc and 1099-G. Form 1099 - Misc documents the income earned by vendors for supplies, service, equipment, office building rental. Retain for four (4) years and destroy after audit.	L5029	38
Public Library Specific: These are found in the Public Library and Library Board Retention Schedule				
Patron Transaction File	0	This record series is used to list the patrons and what they have checked-out. KRS 61.878 (1)(a) & OAG 81-159 - A public library is not required to make this record available for public inspection. Agencies should consult legal counsel regarding open records matters. Retain until superseded, then destroy.	L0202	2

Record Type	Years	Notes	Series	Page #
Schools and Libraries Telecommunications Program File (E-Rate) - Universal Service Fund (FCC)	10	Document the process by which public libraries apply for telecommunication services, internet access, and internal connections. Examples: public libraries' IT plans and the letters of approval.	L6661	3
Photo/Video Release Form	5	This record series is used to document that individuals have given permission to the library to use photographs and videos in promoting library programs and events. Usually this is a parent or guardian giving permission to release photos/videos of children but can be for adults as well. Retain for five (5) years, then destroy.	L6390	3
Public Librarian Certification File	5	This series documents certification of librarianship granted to qualified applicants by the Kentucky State Board for the Certification of Librarians. Retain for five (5) years, then destroy.	L6946	4
Material Challenge File	1	This records series documents material challenges to specific resources within a public library's collection. Retain for one (1) year from date of filing, then destroy.	L6915	4
Donor Register and Receipt File	P	This record series is used to document the giving of gifts, cash donations, and memorials to the public library for the purpose of acknowledging the gift and recognizing the donor in various ways. Receipt of such gifts is governed by the local library policy. Retain permanently.	L0197	1