



Document Retention and Destruction Policy for the Gunnison County Library District

Record Retention

Records will be retained under one of three retention periods: permanent, long-term and short-term.

- Permanent records will be archived indefinitely. These records include, but not limited to, Bylaws, Board meeting minutes, Board resolutions and approved annual budgets, deeds of trust, lease agreements, fund creation documents, audited financial statements, comprehensive personnel files of current employees, and any document requested for permanent retention.
- Long-term records will be archived for six years plus the current year. These records include, but are not limited to, banking documents, income and expense records, payroll files, contracts and leases that have ended, grants from closed years, insurance claim documents, comprehensive personnel files of employees that have separated from employment, and other retained information from operations during the year.
- Short-term records will be archived for two years plus the current year. These records include, but are not limited to, monthly budgeting reports and work papers, resumes and applications from non-hires, timesheets and pay stubs, correspondence that is general in nature and other documents deemed retainable for a short-term under the guidelines set forth by the Colorado State Archives recommendation.

Electronic Documents

For the purposes of this policy electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, then there should be a hard copy printed or archived with other electronic documents.

Storage

Storage of paper document archives will be maintained in an area that is deemed suitable for long term storage and can be moved or reorganized as best suits the needs of the space used by the Gunnison County Library District as determined by the managers. The archives will be clearly marked with dates and retention details to ensure nothing is improperly destroyed.

Storage of electronic document archives will be maintained on a rotating set of portable memory devices, one of which will be kept off site in the possession of a manager.

Document Destruction

Records, which have met the required retention period, shall be scheduled for destruction and the destruction accomplished under the supervision of the Business Manager and the Executive Director. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Approved by GCLD Board of Trustees, October 28, 2016