



Leach Library **Records Retention Policy**

Leach Library retains records in accordance with RSA 33-A:3-a. Library user records are confidential in accordance with RSA 201-D:11.

The library applies the following minimum retention guidelines to print and digital records:

1-Year Retention

- Administrative Correspondence
- Material Request Form

3-Year Retention

- Exhibiting Artist Agreement
- Display Case Application
- Employee Time-Off Requests
- Internet Users Registration Form
- Donation Form
- Library Card Registration Form
- Meeting Room Application

6-Year Retention

- Bank Statements/Deposit Slips
- Cash Flow Reports/Check Registers
- Incident Reports
- Invoices/Bills
- Job Applications (Unsuccessful)
- Library Usage Statistics
- Payroll/Time Sheets/Schedules
- W-9 Forms
- Volunteer Applications

20-Year Retention

- Job Applications (Successful)
- Personnel Files
- W-2 Forms

Permanent Retention

- Annual Library Budget
- Deed of Gift
- Board of Trustees Treasurer Reports
- Board of Trustees Meeting Minutes
- Request for Reconsideration of Materials or Programs Form