

Ames Public Library Policy
Section: Administration
Subject: Records Retention

Board
Approved: 3/09
Reviewed: 4/11
Revised:

(Public Record Law Implementation Responsibility – Library Director)

A. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason	Scan to CD
Audio recordings of open meetings	1 year from date of meeting	Administrative value ends	
CONFIDENTIAL Audio recordings and minutes of closed sessions	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)	
Meeting files (agenda, action forms, reports and correspondence distributed)	Permanent	Continuing administrative and historical values	Library Administrative Assistant
Signed Minutes	Permanent	Continuing administrative, historical, and legal values	
Signed Resolutions	Permanent	Continuing administrative, historical, and legal values	
Library Policies	Permanent	Continuing administrative, historical and legal values	

B. ADMINISTRATIVE

Record Title	Retention Period	Reason	Scan to CD
Agreements, Leases, Contracts for Equipment or Services (except CIP or Library Service) and Project Administration materials	10 years after expiration Note: Contracts for CIP projects kept by City Clerk	Administrative value/statute of limitations ends	
Contracts for Library Service to other communities	Permanent	Administrative value ends. (Schedule 8, Record Retention Manual for Iowa Cities)	
Annual Reports (to City Council)	Permanent	Continuing historical value	
Reports submitted to State Library of Iowa (all)	Permanent	Schedule 8, Record Retention Manual for Iowa Cities	
Reports and studies solicited by APL	5 year minimum, then appraise for continuing value	Administrative value ends Possible historical value	
CONFIDENTIAL Borrowers' accounts and database files	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)	
Community Service Records (of court-referred individuals)	Permanent	District Court requirement	
Key Log	Permanent Updated, as necessary, for life of locks	Continuing administrative value	

Photo Release Forms	5 years	Administrative Value ends	
Requests for Public Information	5 years, unless required because of pending litigation	Administrative and legal value ends	
Security Digital Video Recordings	21 days minimum	Automatically overwritten when device is full	
Statements of Concern	5 years after resolution of the concern	Administrative value ends	

C. PERSONNEL

Record Title	Retention Period	Reason	Scan to CD
CONFIDENTIAL Employee Files (application, position description, correspondence, written reprimands, performance evaluations.)	5 years after end of employment (Service records of permanent employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.)	Administrative value ends	
Job Application Materials/ Recruitment Files (applications for hourly positions and interview notes for all positions)	5 years after position filled (Note: electronic applications for salaried positions are retained by Human Resources.)	Administrative value ends	
Work Study records	5 years	Administrative value ends	

D. FINANCIAL

Record Title	Retention Period	Reason	Scan to CD
Bequests	Life of donated item OR 5 years after funds have been spent; then assess for historical value	Fiscal and administrative value ends; possible historical value	
Grants	5 years after completion OR grant terms, if stated therein; then assess for historical value	Fiscal and administrative value ends; possible historical value	
Requests for bids or proposals, responses, and evaluation materials, if not handled by City of Ames Purchasing Division	5 years after date of award	Administrative and legal values ends	

E. BUILDING

Record Title	Retention Period	Reason	Scan to CD
Building specifications, floor plans, structural upgrades, miscellaneous blueprints	Permanent	Continuing administrative and historical values	
Construction documents and	Permanent	Continuing administrative	

blueprints, 1984 addition		and historical values	
Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits)	Life of equipment plus 5 years	Administrative value ends	

F. HISTORICAL

Record Title	Retention Period	Reason	Scan to CD
Ames Library Association Minutes, Records & Correspondence	Permanent	Continuing historical value	
Space Needs Studies, Building Expansion Proposals, Building Programs	Permanent	Continuing historical value	