



# Records Retention Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 3/17/2011

Revised: 4/19/2012, 10/24/2013, 3/17/2016, 3/28/2019, 4/21/2022, 02/13/2025

Library records consist of information documented in performance of the Library's official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public
- comply with laws on privacy, confidentiality, and open records
- conform to the City's policy

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats, and, at certain times, staff may be in the process of transferring records from one format to another.

## Responsibility

The Records Manager for the City of Ames is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Staff may be appointed to assist in records management.

## Schedule

### A. ADMINISTRATIVE

Record Title	Retention Period	Reason
Agreements, Leases, and Contracts for Equipment or Services (except CIP projects)	10 years after expiration Note: contracts for CIP projects are kept by City Clerk	Administrative and legal value ends
Annual reports	Permanent	Continuing historical value
Customers' accounts CONFIDENTIAL	Indefinitely; purge after three years of patron inactivity,	Administrative value ends
Reports and Studies solicited by Ames Public Library	5 years then appraise for continuing value	Administrative value ends. Possible historical value.
Reports submitted to State Library of Iowa	Permanent	Continuing legal value
Requests for Public Information	5 years, unless required because of pending litigation	Administrative and legal value ends
Security Digital Video Recordings	Approximately 14 days	Automatically overwritten when device is full

## B. BUILDING/EQUIPMENT

Record Title	Retention Period	Reason
Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation)	Permanent	Continuing administrative and historical value
Space needs studies and building expansion proposals	Permanent	Continuing historical value

## C. FINANCIAL

Record Title	Retention Period	Reason
Bequests and Endowments	Life of donated item OR 5 years after funds have been spent; then assess for historical value	Administrative value ends. Possible historical value.
Grants	5 years after completion OR grant terms, if stated therein; then assess for historical value	Legal and Administrative values end. Possible historical value

## D. HISTORICAL

Record Title	Retention Period	Reason
Ames Library Association Minutes, Records & Correspondence	Permanent	Continuing historical value

## E. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason
Board meeting packets	Permanent	Continuing historical value
Strategic Plans	Permanent	Continuing historical value
Minutes of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Minutes of open meetings	Permanent	Continuing administrative, historical, and legal values
Signed Resolutions	Permanent	Continuing administrative, historical, and legal values

## References

[Code of Iowa Section 304.2\(6\)](#)

[Code of Iowa Section 22](#)

[Record Retention Manual for Iowa Cities](#), Iowa League of Cities, October 2012

Ames Public Library's [Confidentiality and Library User Records Policy](#).

[City of Ames Records Retention Schedule](#) adopted by Resolution No. 24-671, December 17, 2024