

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
10 - Director's Office						
DIR01 - Board of Trustees						
DIR01-00 - N/A						
		10-DIR01-00-001	Board Meeting Agendas Notes: Holdings: 1986 - present Location Info: Director's Office for 2 years and then transferred to the Archives permanently.	Permanent	Paper	Director's Office
		10-DIR01-00-002	Minutes of Board Meetings Notes: Location Info: Keep paper format in Director's Office for current year, then have bound by Technical Services. Store signed minutes in Financial Services' vault; store copies of the signed minutes in Archives. PDF format is stored on a local file server.	Permanent	Paper Electronic	Director's Office
		10-DIR01-00-003	Audiotapes of Board Meetings Notes: Used by Director's Executive Assistant to prepare Board minutes. Location Info: Director's Office	Retain Current Fiscal Year and Previous Year	Audio	Director's Office
		10-DIR01-00-004	Director's Monthly Reports Notes: Location Info: Keep permanently as part of Board minutes. (See Record Title: Minutes of Board Meetings.) Keep copies in Director's Office for 2 years, then transfer to Archives. Retain copies in Archives for duration of Director's term, then destroy.	Permanent	Paper	Director's Office
		10-DIR01-00-005	Reports Notes: Reports presented to the Board at Board meetings or Board retreats from library staff, legal counsel, consultants, architects, etc. Location Info: Director's Office for 2 years, then transfer to Archives.	Permanent	Paper	Director's Office
		10-DIR01-00-006	Executive Correspondence with Trustees Notes: Correspondence dealing with significant aspects of the administration of the Library and matters pertaining to the powers and duties of the Board as listed in ORC Section 3375.40. Location Info: Paper format in Director's Office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.	Permanent	Paper Email Electronic	Director's Office

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
10 - Director's Office						
DIR01 - Board of Trustees						
DIR01-00 - N/A						
		10-DIR01-00-008	General Correspondence with Trustees	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper	Director's Office
			Notes: This correspondence is informative and of temporary importance such as notices of meetings and library events; it does not deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board as listed in ORC Section 3375.40.		Email	
			Location Info: Paper format in Director's Office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		10-DIR01-00-010	Trustees' Files	Permanent	Paper	Director's Office
			Notes: Contains documents such as signed oath of office, vitae, and newspaper clippings.			
			Location Info: Director's Office until term of office is over, then transfer to Archives permanently.			
DIR02 - Correspondence						
DIR02-00 - N/A						
		10-DIR02-00-001	Executive Correspondence	Permanent	Paper	Director's Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	
			Location Info: Director's Office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		10-DIR02-00-003	General Correspondence	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper	Director's Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
10 - Director's Office						
DIR02 - Correspondence						
DIR02-00 - N/A						
			<p>Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.</p> <p>Location Info: Director's Office for 2 years, then transfer to Archives.</p> <p>Email server(s)</p> <p>If electronic document is the sole format, retain electronic document locally until content management system is operational.</p>		Email	
		10-DIR02-00-005	Professional Correspondence	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper	Director's Office
			<p>Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.</p> <p>Location Info: Director's Office for 2 years, then transfer to Archives.</p> <p>Email server(s)</p> <p>If electronic document is the sole format, retain electronic document locally until content management system is operational.</p>		Email	
					Electronic	
DIR03 - Reports						
DIR03-00 - N/A						
		10-DIR03-00-001	Management and Operations Reports	Permanent	Paper	Director's Office
			<p>Notes: Reports created by library staff concerning the management or operations of the Library. Annual Reports are bound. Destroy duplicate copies when no longer of administrative value.</p> <p>Location Info: Director's Office for 2 years, then transfer to Archives.</p>		Electronic	
		10-DIR03-00-002	Reports from Consultants	Permanent	Paper	Director's Office
			<p>Notes: Reports from outside consultants concerning the management or operations of the Library.</p>			

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10 - Director's Office						
DIR03 - Reports						
DIR03-00 - N/A						
Location Info: Director's Office for 2 years, then transfer to Archives.						
DIR04 - Miscellaneous						
DIR04-00 - N/A						
		10-DIR04-00-001	Transient Documents	Retain until no longer of administrative value	Paper	Director's Office
Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.						
Location Info: Director's Office						
		10-DIR04-00-002	Telephone Message Log	Duration of Director's Term Plus 5 Years	Paper	Director's Office
Notes: Director's Office for 2 years, then transfer to Archives						
Location Info: Director's Office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN01 - Accounts Receivable, Receipting & Depositing						
FIN01-00 - N/A						
		11-FIN01-00-001	Deposit Receipt Documents Notes: Included internal forms, receipt records for cash, check, electronic transfers, MC/VISA records Location Info: 10th Floor, Lateral cabinet	5 Years, Provided Audited	Paper	Accounting
		11-FIN01-00-002	Invoices Notes: Location Info: MUNIS Financial Management System-General Revenues	5 Years, Provided Audited	Data	Accounting
		11-FIN01-00-003	Tax Settlements & Tax Advances Notes: From Cuyahoga County Budget Commission Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN02 - Encumbering, Accounts Payable & Expenditures						
FIN02-00 - N/A						
		11-FIN02-00-001	1099's Notes: Location Info: Financial Services Later File Cabinet	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN02-00-002	Accounts Payable Vouchers Notes: Includes all supporting documentation to the check Location Info: Current files-10th floor in Acct area Prior year files-10th floor by elevator and LSW basement in Acctg Storage Room	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-003	Check Registers Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-004	Checks Notes: Paper checks through 12/31/04 Cd Roms from 1/1/05 to current Location Info: Accounting Department	5 Years, Provided Audited	Electronic	Financial Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN02 - Encumbering, Accounts Payable & Expenditures						
FIN02-00 - N/A						
		11-FIN02-00-005	Purchase Orders Notes: Pink copy Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-006	Requisitions/Purchase Orders Notes: Location Info: Includes requisitions converted to PO's within Financial Management system	5 Years, Provided Audited	Data	Purchasing
		11-FIN02-00-007	Purchase Orders Notes: Yellow copy Location Info: Purchasing Department, Lakeshore Facility	5 Years, Provided Audited	Paper	Purchasing
		11-FIN02-00-008	Reports Notes: Includes Expenditure Ledger, Encumbrance, etc. reports Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-009	Reports Notes: Includes reports spooled within Financial Management system. Location Info: Financial management's server	5 Years, Provided Audited	Data	Accounting
		11-FIN02-00-010	Reports Notes: Expenditure Ledger, Encumbrance, AP. and AR Location Info: Accounting/Financial Services	5 Years, Provided Audited	Electronic	Financial Services Office
		11-FIN02-00-011	Travel & Conference Approvals Notes: Green copy. Location Info: 10th floor lateral cabinet outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN02-00-012	W9's Notes: Location Info: Accounting Department	5 Years, Provided Audited	Paper	Financial Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN03 - Financial General Ledger						
FIN03-01 - Journals						
		11-FIN03-01-001	Cash Journals Notes: Journal entry detail files with supporting documentation. Posting reports. Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
FIN04 - General Financial Records						
FIN04-01 - Cash Accounts, Banking & Investing						
		11-FIN04-01-001	Bank Statements Notes: Includes supporting bank transfer forms, bank credit and debit forms and reconciliations Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN04-01-002	Depository Agreements Notes: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office. Location Info: Contractual Agreements	5 Years after Expiration, Provided Audited	Paper	Financial Services Office
		11-FIN04-01-003	Investment Records Notes: Current investments and matured investments. Location Info: 10th Floor, Lateral cabinet in Assistant Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN04-01-004	Petty Cash Receipt Forms Notes: **Need a Retention Period "Until superceded" Acknowledgement from custodians of petty cash Location Info: In each Branch's safe	Retain Until No Longer of Administrative Value	Paper	Financial Services Office
FIN04-02 - Budgetary Compliance						
		11-FIN04-02-001	Appropriation Measures Notes: Supporting documentation. Exhibits present to the Board. Includes amendments. Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office, then transferred to Archives.	Permanent	Paper	Financial Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN04 - General Financial Records						
FIN04-02 - Budgetary Compliance						
		11-FIN04-02-002	Budget Documents Notes: Supporting documentation. Exhibits presented to Board. Endowment fund worksheets Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office, then transferred to Archives.	Permanent	Paper	Financial Services Office
		11-FIN04-02-003	Certificate of Estimated Resources Notes: From Cuyahoga County Budget Commission Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office, then transferred to Archives.	Permanent	Paper	Financial Services Office
		11-FIN04-02-004	Certificate the Appropriation Does Not Exceed Notes: From Cuyahoga County Budget Commission Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office, then transferred to Archives.	Permanent	Paper	Financial Services Office
FIN04-03 - Capital Projects & Construction						
		11-FIN04-03-001	Bids Received (Successful) Notes: Includes accepted proposals Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.	20 Years after expiration of contract	Paper	Financial Services Office
		11-FIN04-03-002	Bids Received (Unsuccessful) Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Assistant Finance Administrator's office, then transferred to Archives.	5 Years after letting of contract	Paper	Financial Services Office
		11-FIN04-03-003	Contracts Notes: Includes agreements and change orders. Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.	20 Years after expiration of contract, then assessed for permanent retention in Archives	Paper	Financial Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN04 - General Financial Records						
FIN04-03 - Capital Projects & Construction						
		11-FIN04-03-004	Correspondence	20 Years, then assess for permanent retention in Archives	Paper	Financial Services Office
			Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives		Email	
		11-FIN04-03-005	Specifications	20 Years after expiration of contract, then assessed for permanent retention in Archives	Paper	Financial Services Office
			Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.			
		11-FIN04-03-006	Building Blueprints	Permanent	Audio	Financial Services Office
			Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Assistant Finance Administrator's office, then transferred to Archives.			
FIN04-04 - Financial Management System						
		11-FIN04-04-001	RFP, Bids Received, Eval/Recommend, Contracts	20 Years after expiration of contract	Paper	Financial Services Office
			Notes: Location Info: 10th floor			
		11-FIN04-04-002	Training Manuals	Retain Until No Longer of Administrative Value	Paper	Financial Services Office
			Notes: Location Info: 10th floor			
FIN04-05 - Financial Reports						
		11-FIN04-05-001	Fiscal Officer Monthly Reports to the Board	5 Years, Provided Audited	Paper	Financial Services Office
			Notes: Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN04 - General Financial Records						
FIN04-05 - Financial Reports						
		11-FIN04-05-002	Condition of Funds Notes: Sent to Cuyahoga County Budget Commission Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN04-05-003	Financial Reports to/from Auditor of State Notes: Audited and unaudited versions. Includes audit opinion and management letters from Auditor of State. Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	Permanent	Paper	Financial Services Office
		11-FIN04-05-004	Misc. Financial Reports to the Board Notes: Includes Gift, Investments, Travel and Conference and Income and Expenditures reports. Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN04-07 - Insurance & Risk Management						
		11-FIN04-07-001	Insurance Policies Notes: **Need Retention Period "2 years after expiration, provided all claims settled" Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN04-08 - Land and Other Capital Assets						
		11-FIN04-08-001	Deeds & Easements Notes: If property is sold, transfer to Archives Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	Permanent	Paper	Financial Services Office
		11-FIN04-08-002	Inventories Notes: Includes depreciation and audit and verify reports. Transfers and disposals. Location Info: 10th floor	Permanent	Paper	Financial Services Office
FIN04-09 - Leases, Contracts, Grants, Trusts, Endowments & Other Agreements						
		11-FIN04-09-001	Equipment Leases	5 Years after Expiration, Provided Audited	Paper	Financial Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN04 - General Financial Records						
FIN04-09 - Leases, Contracts, Grants, Trusts, Endowments & Other Agreements						
Notes: **Need Retention Period "5 years after expiration, provided audited"						
Location Info: 10th floor						
	11-FIN04-09-002	Gift and Grant Records	Permanent	Paper	Financial Services Office	
Notes: Agreements, reports, supporting documentation, internal gift forms						
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.						
	11-FIN04-09-003	Other Agreements	5 Years after Expiration, Provided Audited	Paper	Financial Services Office	
Notes: ***2 years after expiration, provided audited"						
Includes cell phone, credit card, etc.						
Location Info: 10th floor						
	11-FIN04-09-004	Property Leases	Permanent	Paper	Financial Services Office	
Notes: When concluded, transfer to Archives						
Location Info: 10th floor						
	11-FIN04-09-005	Trust & Endowment Agreements	Permanent	Paper	Financial Services Office	
Notes:						
Location Info: 10th floor						
FIN05 - Payroll						
FIN05-00 - N/A						
	11-FIN05-00-001	Applications for OPERS Refund or Waiver	Permanent	Paper	Financial Services Office	
Notes:						
Location Info: 10th Floor Payroll Dept, then transferred to Archives						
	11-FIN05-00-002	Attendance Reports (Timesheets, Leave Requests et)	5 Years, Provided Audited	Paper	Financial Services Office	
Notes:						
Location Info: 10th Floor Payroll Dept						

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN05 - Payroll						
FIN05-00 - N/A						
		11-FIN05-00-003	Court orders for Payroll Deductions	2 Years after termination of employment or order rescended	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-00-004	Employee Earning Records	Permanent	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-00-005	Employee Withholding Requests	Until replaced or revoked by employee	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-00-006	Employer Payroll Quarterly Reports	5 Years, Provided Audited	Paper	Financial Services Office
			Notes: Location Info: 10 th Floor Payroll Dept			
		11-FIN05-00-007	Garnishment Orders	5 Years after termination of employment or order rescended	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-00-008	W-2 Forms	Permanent	Microform	Financial Services Office
			Notes: Location Info: 10 th Floor Payroll Dept			
		11-FIN05-00-009	W-4 Forms	Until superseded or employee terminates	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN05 - Payroll						
FIN05-01 - Payroll Reports						
		11-FIN05-01-001	Annual Employee Leave Use/Balance Report	5 Years, Provided Audited	Electronic	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-01-002	Biweekly Report of Leave Use and Balances	Until incorporated in annual leave balance report	Electronic	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-01-003	OPERS Retirement Reports	Permanent	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept, then transferred to Archives			
		11-FIN05-01-004	Misc Payroll Reports to the Board	5 Years, Provided Audited	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-01-005	Tax Withholding Reports	5 Years, Provided Audited	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Dept			
		11-FIN05-01-006	Payroll Registers	5 Years, Provided Audited	Paper	Financial Services Office
			Notes: Location Info: 10th Floor Payroll Department			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
13 - Deputy Director's Office						
DEP01 - Correspondence						
DEP01-00 - N/A						
		13-DEP01-00-001	Executive Correspondence	Permanent	Paper Email	Deputy Director's Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.			
			Location Info: Deputy Director's Office for 2 years, then transfer to Archives.			
			Email Server(s)			
		13-DEP01-00-002	General Correspondence	Duration of Deputy Director's Term Plus 5 Years	Paper Email	Deputy Director's Office
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.)			
			Location Info: Deputy Director's Office for 2 years, then transfer to Archives.			
			Email server(s)			
		13-DEP01-00-003	Professional Correspondence	Duration of Deputy Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper Email	Deputy Director's Office
			Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.			
			Location Info: Deputy Director's Office for 2 years, then transfer to Archives.			
			Email server(s)			
DEP02 - Capital Projects						
DEP02-00 - N/A						
		13-DEP02-00-001	Working Papers and Related Documentation	Duration of Deputy Director's Term Plus 5 Years	Paper	Deputy Director's Office
			Notes: RFPs, bid documents, contracts, etc., are retained by Financial Services.			
			Location Info: Deputy Director's Office			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
13 - Deputy Director's Office						
DEP03 - Labor Relations						
DEP03-00 - N/A						
		13-DEP03-00-001	Working Papers and Related Documentation	Duration of Deputy Director's Term Plus 5 Years	Paper	Deputy Director's Office
Notes: Location Info: Deputy Director's Office						

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Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR01 - Employee Information						
HR01-00 - N/A						
		15-HR01-00-001	Box Cards Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter. Location Info: HR Dept.	Permanent	Paper	Human Resources
		15-HR01-00-002	Directory Cards Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter. Location Info: HR Dept.	Permanent	Paper	Human Resources
HR02 - Hiring Information						
HR02-00 - N/A						
		15-HR02-00-001	Application forms and letters Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter. Location Info: HR Dept.	1 year from date of non-hire or 3 years after employment ends	Paper	Human Resources
		15-HR02-00-002	Resumes Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter. Location Info: HR Dept.	1 year from date of non-hire or 3 years after employment ends	Paper	Human Resources
		15-HR02-00-003	Authorizations to hire Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter. Location Info: HR Dept.	3 years	Paper	Human Resources
		15-HR02-00-004	Background investigation authorization Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter.	3 years after employment ends	Paper	Human Resources

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR02 - Hiring Information						
HR02-00 - N/A						
Location Info: HR Dept.						
		15-HR02-00-005	Background Investigations	3 years after employment ends	Paper	Human Resources
Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter.						
Location Info: HR Dept.						
		15-HR02-00-006	Verifications and references	3 years after employment ends	Paper	Human Resources
Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter.						
Location Info: HR Dept.						
		15-HR02-00-007	Form I-9, Employment Eligibility Verification	3 years after date of hire or 1 year after employment ends, whichever is later	Paper	Human Resources
Notes: If the Library has received notice of a lawsuit or a potential claim, all records regarding the employee or former employee must be maintained for at least 90 days after conclusion of the matter.						
Location Info: HR Dept.						
		15-HR02-00-008	Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization	3 years after employment ends	Paper	Human Resources
Notes:						
Location Info: HR Dept.						
		15-HR02-00-009	Hire letter copies	3 years after employment ends	Paper	Human Resources
Notes:						
Location Info: HR Dept.						
		15-HR02-00-010	Acceptance letters	3 years after employment ends	Paper	Human Resources
Notes:						
Location Info: HR Dept.						

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR02 - Hiring Information						
HR02-00 - N/A						
		15-HR02-00-011	Page status Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-012	Copies of degrees and certifications Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-013	Office proficiency assessment and certification test report Notes: Location Info: HR Dept.	1 year from date of personnel action that is the basis of test	Paper	Human Resources
		15-HR02-00-014	Driving background check Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-015	Employment contracts and related correspondence and documentation Notes: Location Info: HR Dept.	15 years after employment ends	Paper	Human Resources
HR03 - Separation						
HR03-00 - N/A						
		15-HR03-00-001	Staff resignation Notes: Location Info: HE Dept.	3 years after employment ends	Paper	Human Resources
HR04 - Benefits						
HR04-00 - N/A						
		15-HR04-00-001	Benefits sign-off form Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR04 - Benefits						
HR04-00 - N/A						
		15-HR04-00-002	Medicare Tax Payroll Deduction Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR04-00-003	Hospitalization plan designations Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR04-00-004	Dental coverage notification Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
HR05 - Payroll						
HR05-00 - N/A						
		15-HR05-00-001	Authorization for City Income Tax: Payroll Deduction Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR05-00-002	Payroll change orders Notes: Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR05-00-003	Time allowances transfer documentation (in and out) Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR05-00-004	Notices of salary increase Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR05 - Payroll						
HR05-00 - N/A						
		15-HR05-00-005	Employment verifications from Library	4 years from date of verification	Paper	Human Resources
		Notes: Location Info: HR Dept.				
		15-HR05-00-006	Wage Reports and Summaries of Work History	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				
HR06 - Attendance						
HR06-00 - N/A						
		15-HR06-00-001	Leave of Absence Forms and Documentation	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				
		15-HR06-00-002	FMLA	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				
HR07 - Employment History						
HR07-00 - N/A						
		15-HR07-00-001	Evaluations	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				
		15-HR07-00-002	Compliments, awards, accolades, appointments, newspaper articles	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				
		15-HR07-00-003	Appointments resignations to organization	3 years after employment ends	Paper	Human Resources
		Notes: Location Info: HR Dept.				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR07 - Employment History						
HR07-00 - N/A						
		15-HR07-00-004	Documents re work product, achievements Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-005	Training seminars and certification Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-006	Minority grant application and related material Notes: Location Info: HR Dept.	3 years from date the annual financial status report is submitted	Paper	Human Resources
		15-HR07-00-007	Discipline Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-008	Investigation files Notes: Location Info: HR Dept.	90 days after conclusion of administrative or judicial action or 3 years after employment ends, whichever is longer	Paper	Human Resources
HR08 - Medical						
HR08-00 - N/A						
		15-HR08-00-001	Return to Work Documentation Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR08-00-002	Medical Information Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR08 - Medical						
HR08-00 - N/A						
		15-HR08-00-003	Statement of Disability Notes: Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR08-00-004	Medical Diagnosis and Prognosis Notes: Location Info: HR Dept.	3 years after employment ends	Data	Human Resources
HR09 - Recruitment						
HR09-00 - N/A						
		15-HR09-00-001	Unsolicited employment applications Notes: Location Info: HR Dept.	1 year from date of non-hire	Paper	Human Resources
		15-HR09-00-002	Copies of recruitment ads Notes: Location Info: HR Dept.	6 years	Paper	Human Resources
		15-HR09-00-003	Applications & Resumes from Persons Not Hired for Posted Positions Notes: Location Info: HR Dept.	1 year from date of non-hire	Paper	Human Resources
		15-HR09-00-004	Interviewers' notes and questions asked Notes: Location Info: HR Dept.	3 years after employment ends or 1 year after date of non-hire, whichever is later	Paper	Human Resources
HR10 - Staffing						
HR10-00 - N/A						
		15-HR10-00-001	Employment Requisition Notes:	3 years	Paper	Human Resources

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR10 - Staffing						
HR10-00 - N/A						
Location Info: HR Dept.						
		15-HR10-00-002	Manning Tables (Staff Complement)	Permanent	Paper	Human Resources
Notes: Location Info: HR Dept., then transferred to Archives						
		15-HR10-00-003	Job Descriptions	3 years after superseded	Paper	Human Resources
Notes: Location Info: HR Dept.						
HR11 - EEO						
HR11-00 - N/A						
		15-HR11-00-001	Contractors and vendors	15 years	Paper	Human Resources
Notes: Location Info: HR Dept						
		15-HR11-00-002	EEO Reports	3 years after superseded	Paper	Human Resources
Notes: Location Info: HR Dept.						
HR12 - Safety						
HR12-00 - N/A						
		15-HR12-00-001	Public Employee Risk Reduction Program	7 years	Paper	Human Resources
Notes: Location Info: HR Dept.						
		15-HR12-00-002	Personal Injury Report	7 years	Paper	Human Resources
Notes: Location Info: HR Dept.						
		15-HR12-00-003	Form C9: Physician's Request for Medical Services or Recommendation of Additional Conditions for Industrial Injury or Occupational Disease	7 years	Paper	Human Resources

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR12 - Safety						
HR12-00 - N/A						
Notes: Location Info: HR Dept.						
		15-HR12-00-004	Allowance or Disallowance Notice	7 years	Paper	Human Resources
Notes: Location Info: HR Dept.						
		15-HR12-00-005	Worker Compensation Claims and Related Correspondence, Hearing Notices, etc.	7 years	Paper	Human Resources
Notes: Location Info: HR Dept.						
HR14 - Litigation						
HR14-00 - N/A						
		15-HR14-00-001	Correspondence, notes, forms, investigations and responses	90 days after conclusion of administrative or judicial action or 3 years after employment ends, whichever is longer	Email	Human Resources
Notes: Location Info: Library server						
HR15 - Grievance						
HR15-00 - N/A						
		15-HR15-00-001	Correspondence, notes, forms, investigations and responses	Permanent	Email	Human Resources
Notes: Location Info: Library server						
HR16 - Policies						
HR16-00 - N/A						
		15-HR16-00-001	Human Resources Manual	3 years after superseded	Paper	Human Resources
Notes: All Board policies are retained permanently as part of Board Minutes. Location Info: HR Dept.						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR17 - Miscellaneous						
HR17-00 - N/A						
		15-HR17-00-001	Claim determination letters, unemployment correspondence, investigation	90 days after conclusion of administrative or judicial action or 4 years after employment ends, whichever is longer	Paper	Human Resources
			Notes: Location Info: HR Dept.			
		15-HR17-00-002	Death notices of family members	3 years after employment ends	Paper	Human Resources
			Notes: Location Info: HR Dept.			
		15-HR17-00-003	Employee profiles	3 years after employment ends	Paper	Human Resources
			Notes: Location Info: HR Dept.			
		15-HR17-00-004	General/benign correspondence from employees	3 years after employment ends	Paper	Human Resources
			Notes: Location Info: HR Dept.			
		15-HR17-00-005	Clerk treasurer appointments and related documents	10 years	Paper	Human Resources
			Notes: Location Info: HR Dept.			
HR18 - Human Resources Office						
HR19-00 - N/A						
		15-HR19-00-001	General Correspondence	3 years	Paper	Human Resources
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.)		Email	
			Location Info: Human Resources and Email Server(s)			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR18 - Human Resources Office						
HR19-00 - N/A						
		15-HR19-00-002	Transient Documents	Retain current fiscal year and previous year	Paper	Human Resources
Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.						
Location Info: HR Dept						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR01 - Public Relations Office						
PR01-00 - N/A						
		16-PR01-00-002	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.			
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		16-PR01-01-001	Budgets	5 Years	Paper	Public Relations
			Notes:			
			Location Info: PR Office			
PR02 - Calendars						
PR02-00 - N/A						
		16-PR02-00-001	Master Calendars	Permanent	Electronic	Public Relations
			Notes: Documents schedule of events at Library and external events Library involved in			
			Location Info: Network server			
		16-PR02-00-002	Meeting Rooms at Main Library	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
			Notes:			
			Location Info: PR Office			
PR03 - Correspondence						
PR03-00 - N/A						
		16-PR03-00-001	Executive Correspondence	Permanent	Paper	Public Relations
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR03 - Correspondence						
PR03-00 - N/A						
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		16-PR03-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
PR04 - Employee Relations						
PR04-00 - N/A						
		16-PR04-00-001	Staff Newsletter	Permanent	Paper	Public Relations
			Notes: Location Info: Bound annually and kept in Archives.			
PR05 - Friends of the Library						
PR05-00 - N/A						
		16-PR05-00-001	Friends of Cleveland Public Library papers	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
			Notes: Location Info: Responsible office for 2 years, then transfer to Archives.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR06 - Mailing Lists						
PR06-00 - N/A						
		16-PR06-00-001	Mailing List	Retain Current Fiscal Year and Previous Year	Data	Public Relations
		Notes: Location Info: Master list kept at Consolidated Graphics. Updates done by Consolidated Graphics, per contract.				
PR07 - Marketing						
PR07-00 - N/A						
		16-PR07-00-001	Paid Advertising	5 Years	Paper	Public Relations
		Notes: Location Info: Responsible office for 2 years, then transfer to Archives.				
		16-PR07-00-002	Press Releases	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
		Notes: Location Info: Responsible office for 2 years, then transfer to Archives.				
PR08 - Meeting Room Reservations						
PR08-00 - N/A						
		16-PR08-00-001	Applications	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
		Notes: Location Info: Current and previous year in PR office.				
		16-PR08-00-002	Requisitions	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
		Notes: Location Info: In PR office.				
PR09 - Programs						
PR09-00 - N/A						
		16-PR09-00-001	Special Program documentation	5 Years	Paper	Public Relations
		Notes: Location Info: Responsible office for 2 years, then transfer to Archives.				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR09 - Programs						
PR09-00 - N/A						
		16-PR09-00-002	Special Program recordings	5 Years then Assess for Permanent Retention in Archives	Video	Public Relations
		Notes: Location Info: Responsible office for 2 years, then transfer to Archives.				
PR10 - Public Relations						
PR10-00 - N/A						
		16-PR10-00-001	Photographs	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
		Notes: Location Info: Responsible office for 2 years, then transfer to Archives.				
		16-PR10-00-003	Contract Services	5 Years	Paper	Public Relations
		Notes: Location Info: PR office.				
		16-PR10-00-004	Contract Design Services	5 Years	Paper	Public Relations
		Notes: Location Info: PR office.				
PR11 - Staff						
PR11-00 - N/A						
		16-PR11-00-001	Vacation schedules	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
		Notes: Location Info: PR office.				
PR12 - Graphics						
PR12-00 - N/A						
		16-PR12-00-001	Vendors	Permanent	Data	Public Relations
		Notes:				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR12 - Graphics						
PR12-00 - N/A						
Location Info: Updated database in Graphics office (Manager's computer).						
		16-PR12-00-002	Requisitions	5 Years	Paper	Public Relations
Notes: Location Info: In Graphics Department.						
		16-PR12-00-003	Artwork	5 Years	Electronic	Public Relations
Notes: Location Info: On Graphics Department computers.						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
19 - Planning & Research						
PLN05 - Lists						
PLN05-00 - N/A						
		19-PLN05-00-001	Organization Charts	Permanent	Paper	Archives
Notes: Location Info: Current charts in Planning & Research. Superseded charts in Archives.						
PLN12 - Statistics						
PLN12-01 - Data						
		19-PLN12-01-001	Survey of User Transactions	Retain Current Fiscal Year and Previous Year	Paper	Planning & Research
Notes: Reference and Direction Question sample from Main Library Subject Departments. Location Info: Planning & Research office						
		19-PLN12-01-002	Daily Attendance Worksheet	Retain Current Fiscal Year and Previous Year	Paper	Planning & Research
Notes: Location Info: Planning & Research office						
PLN12-02 - Reports						
		19-PLN12-02-001	Comparative Statement of Annual Statistics	Permanent	Paper	Archives
Notes: Created in Excel; stored on Planning's Q: share drive under Statistics/Annual. Location Info: Archives as part of Board Minutes.						
		19-PLN12-02-002	Monthly Activity Report	Permanent	Paper	Archives
Notes: Report to Board of output measures for system. Created in Excel; stored in Planning's Q: share drive under Monthly Activity. Location Info: Archives as part of Board Minutes.						
PLN14 - Planning & Research Office						
PLN14-00 - N/A						
		19-PLN14-00-001	Executive Correspondence	Permanent	Paper Email	Planning & Research
Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
19 - Planning & Research						
PLN14 - Planning & Research Office						
PLN14-00 - N/A						
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		19-PLN14-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Planning & Research
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		19-PLN14-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Planning & Research
			Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		19-PLN14-00-004	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Planning & Research

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
19 - Planning & Research						
PLN14 - Planning & Research Office						
PLN14-00 - N/A						
<p>Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.</p> <p>Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01</p> <p>Location Info: Paper format in responsible office for 2 years, then transfer to Archives.</p> <p>If electronic document is the sole format, retain electronic document locally until content management system is operational.</p>						
		19-PLN14-00-005	Transient Documents	Retain until no longer of administrative value	Paper	Planning & Research
<p>Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.</p> <p>Location Info: Planning & Research offices</p>						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS01 - Buildings Services Office						
BS01-00 - N/A						
		21-BS01-00-001	Executive Correspondence	Permanent	Paper	Buildings Services Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		21-BS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Buildings Services Office
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		21-BS01-00-003	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Buildings Services Office
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01			
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS01 - Buildings Services Office						
BS01-00 - N/A						
		21-BS01-00-004	Transient Documents	Retain until no longer of administrative value	Paper	Buildings Services Office
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Buildings Services Office			
BS02 - Blueprints						
BS02-00 - N/A						
		21-BS02-00-001	Blueprints	Permanent	Paper	Buildings Services Office
			Notes: Blueprints of library facilities currently in use. Originals stored in Archives.			
			Location Info: Building Services Office			
BS03 - Schedules						
BS03-00 - N/A						
		21-BS03-00-001	Weekly Schedules	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
			Notes: Weekly Schedules for entire Department and Branches includes vacation schedule.			
			Location Info: Building Services Office			
		21-BS03-00-002	Vehicle Reservation Form	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
			Notes: Vehicle Reservation Form keeps track of who had the vehicle.			
			Location Info: Building Services Office			
		21-BS03-00-003	Sunday Schedule	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
			Notes:			
			Location Info: Building Services Office			
		21-BS03-00-004	List of Vehicles	Permanent	Paper	Buildings Services Office
			Notes: List of Vehicles keeps track of the VIN, registration and identifying numbers of individual vehicles.			
			Location Info: Building Services Office			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS04 - Work Orders						
BS04-00 - N/A						
		21-BS04-00-001	Work Order Notes: Work Order Form # 070, includes work order and completion. Location Info: Building Services Office	2 Years	Paper	Buildings Services Office
BS05 - Logs						
BS05-00 - N/A						
		21-BS05-00-001	Complaint Log Notes: Complaints are logged in and who is assigned to the work. Location Info: Building Services Office	Retain Current Fiscal Year and Previous Year	Video	Buildings Services Office
		21-BS05-00-002	Utility Consumption Notes: Utility Consumption Log for Main and Branches. Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS05-00-003	Car Maintenance Log Notes: Log is kept on vehicle maintenance. Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS05-00-004	Key Distribution Log Notes: Log is kept on when locks are changed and which keys open what locks. Location Info: Building Services Office	Permanent	Paper	Buildings Services Office
		21-BS05-00-005	Overtime Log Notes: Log is kept on whether person wants to work overtime or not. Location Info: Building Services Office	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
BS06 - Supply Orders						
BS06-00 - N/A						
		21-BS06-00-001	Supply Order Notes: Requisition form copies of MUNIS form are kept. Old paper copies of requisitions are on file.	Retain Current Fiscal Year and Previous Year	Electronic Paper	Buildings Services Office

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS06 - Supply Orders						
BS06-00 - N/A						
Location Info: Building Services Office						
BS07 - Inspection Sheet						
BS07-00 - N/A						
		21-BS07-00-001	Branch Inspection Reports Notes: The branch custodian keeps one copy of report. Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS07-00-002	Equipment Inspection Report Notes: Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS07-00-003	Air Handler Unit/ Branches Inspection Notes: Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
BS08 - Fire Pump Tests						
BS08-00 - N/A						
		21-BS08-00-001	Fire Suppression Weekly Inspection Notes: Location Info: Building Services Office	2 Years	Paper	Buildings Services Office

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC01 - Security Operations Office						
SEC01-00 - N/A						
		29-SEC01-00-001	Executive Correspondence	Permanent	Paper	Security Services
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		29-SEC01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Security Services
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		29-SEC01-00-003	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Security Services
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01			
			Specific reports are detailed under 29-SEC03			
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC01 - Security Operations Office						
SEC01-00 - N/A						
		29-SEC01-00-004	Transient Documents Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance. Location Info: Security Office	Retain until no longer of administrative value	Paper Electronic	Security Services
SEC02 - Log Books						
SEC02-00 - N/A						
		29-SEC02-00-001	Deposit Change Order Notes: Deposits are logged in every day in a bound book. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC02-00-002	Alarm Log Notes: Alarms are checked every day and logged into the bound book. Incidents and their resolution are logged in. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC02-00-003	Sign-in Book Notes: People entering the building and employees sign a bound book. Three sign-in books: at the dock area, Lake Shore and Main. Location Info: Security Service Office	5 Years	Paper	Security Services
SEC03 - Reports						
SEC03-00 - N/A						
		29-SEC03-00-001	Daily Security Summary Notes: The Daily Security Summary is written by Security Operations supervisor and becomes part of the Daily Report. Location Info: Security Operations Office	5 Years	Paper	Security Services
		29-SEC03-00-002	Brevities Report Notes: Brevities Report is written by Security Officers and becomes part of the Daily Report. Location Info: Security Service Office	5 Years	Paper	Security Services

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Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC03 - Reports						
SEC03-00 - N/A						
		29-SEC03-00-003	Security Log Notes: Security Log is written by Security Officers and becomes part of the Daily Report. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC03-00-004	Daily Assignments Notes: Daily Assignments is written by the Security Operation Supervisor and becomes part of the Daily Report. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC03-00-005	Custodial Sign-In Sheet Notes: The Custodial Sign-In Sheet is written by the Custodial Supervisor and becomes part of the Daily Report. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC03-00-006	Building Closing Form Notes: Building Closing Form is written by the Security Operations Supervisor. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC03-00-007	Daily Report Notes: Daily Report includes Daily Security Summary, Brevities Report, Security Log, Daily Assignments, Custodial Sign-In Sheet and Building Closing Form. Location Info: Security Service Office	5 Years	Paper	Security Services
		29-SEC03-00-008	Irregularity Report Notes: Irregularity Report are written by security officers at Main Library or the Branches. Location Info: Security Service Office	5 Years	Paper	Security Services
SEC04 - Schedules						
SEC04-00 - N/A						
		29-SEC04-00-001	Staff Schedules Notes: Includes work schedules and vacation schedules. Location Info: Security Service Office	Retain Current Fiscal Year and Previous Year	Paper	Security Services

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC04 - Schedules						
SEC04-00 - N/A						
		29-SEC04-00-002	Request for Days Off Form	Retain Current Fiscal Year and Previous Year	Paper	Security Services
		Notes: Location Info: Security Service Office				
		29-SEC04-00-003	Form for Sick Day	Retain Current Fiscal Year and Previous Year	Paper	Security Services
		Notes: Location Info: Security Service Office				
SEC05 - Security Recordings						
SEC05-00 - N/A						
		29-SEC05-00-001	Security Recordings	30 Days	Video	Security Services
		Notes: Location Info: Security Service Office				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
30 - Automation Services						
AS02 - Integrated Library System						
AS02-00 - N/A						
		30-AS02-00-001	Annual Statistical Report Notes: Excel file Location Info: Automation	3 Years	Electronic	Automation
		30-AS02-00-002	Bibliographic records with no copies Notes: Location Info: Automation	Removed when last copy is removed	Data	Automation
		30-AS02-00-003	Discarded item records with no bills Notes: Location Info: Automation	45 Days	Data	Automation
		30-AS02-00-004	Expired patron records with no bills Notes: Location Info: Automation	3 Years	Data	Automation
		30-AS02-00-005	Integrated Library System Documentation Notes: Location Info: Automation	Retain until superseded, obsolete, or replaced	Electronic	Automation
		30-AS02-00-006	Integrated Library System Release Notes Notes: Location Info: Automation	Retain until no longer of administrative value	Electronic	Automation
		30-AS02-00-007	Lost Bills, any amount Notes: Location Info: Automation	7 Years	Data	Automation
		30-AS02-00-008	Missing item records with no bills Notes: Location Info: Automation	1 Year	Data	Automation

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
30 - Automation Services						
AS02 - Integrated Library System						
AS02-00 - N/A						
		30-AS02-00-009	Monthly statistical reports Notes: Location Info: Automation	3 Years	Electronic	Automation
		30-AS02-00-010	Overdue bills, less than \$10.00 Notes: Location Info: Automation	2 Years	Data	Automation
		30-AS02-00-011	Uncataloged item records, not circulated Notes: Location Info: Automation	2 Years	Data	Automation
AS03 - Backup Tapes						
AS03-00 - N/A						
		30-AS03-00-001	Staff work files on network drives Notes: Location Info: Off site	2 Weeks	Data	Automation
		30-AS03-00-002	Accounting system year end Notes: Location Info: Off site	1 Year	Data	Automation
		30-AS03-00-003	Integrated Library System Notes: Location Info: Off site	10 Days	Data	Automation

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS01 - Technical Services Office						
TS01-00 - N/A						
		41-TS01-00-001	Executive Correspondence	Permanent	Paper	Technical Services Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally per retention period until content management system is operational.			
		41-TS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Technical Services Office
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally per retention period until content management system is operational.			
		41-TS01-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Technical Services Office
			Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.		Email	
			Location Info: Technical Services Office for 2 years then transfer to Archives		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS01 - Technical Services Office						
TS01-00 - N/A						
		41-TS01-00-004	Transient Documents	Retain until no longer of administrative value	Paper	Technical Services Office
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Technical Services Office			
		41-TS01-00-005	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Technical Services Office
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual Reports are submitted to Director's Office and retained per 10-DIR03-00-001.			
			Location Info: Paper documents are kept in responsible office for 2 years, then transferred to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		41-TS01-00-006	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Technical Services Office
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS01-00-007	Procedures, Guidelines, Instructions, etc for Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Technical Services Office
			Notes:		Paper	
			Location Info: Administrator's PC and/or administrator's office			
		41-TS01-00-008	Budget Requests	5 Years	Electronic	Technical Services Office
			Notes:			
			Location Info: Administrator's PC			
		41-TS01-00-009	Appointment Calendar	Retain Current Fiscal Year and Previous Year	Paper	Technical Services Office
			Notes:			
			Location Info: Administrator's Desk			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS01 - Technical Services Office						
TS01-00 - N/A						
		41-TS01-00-010	Lake Shore Meeting Calendar	Retain Current Fiscal Year and Previous Year	Paper	Collection Management
		Notes: Location Info: Collection Management Assistant's Desk				
TS02 - Acquisitions						
TS02-00 - N/A						
		41-TS02-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Acquisitions
		Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01. Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005. Location Info: Manager's PC				
		41-TS02-00-002	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Acquisitions
		Notes: Includes staff telephone emergency contact lists and emergency closing preferences list. Location Info: Manager's PC and/or manager's office				
		41-TS02-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	Acquisitions
		Notes: Includes work and vacation schedules. Location Info: Manager's PC and/or manager's office				
		41-TS02-00-008	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Acquisitions
		Notes: Location Info: Manager's PC				
		41-TS02-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Acquisitions
		Notes: Location Info: Manager's PC and/or manager's office				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS02 - Acquisitions						
TS02-00 - N/A						
		41-TS02-00-011	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Acquisitions
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		41-TS02-00-012	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Acquisitions
			Notes:			
			Location Info: Manager's Office			
		41-TS02-00-013	Transient Documents	Retain until no longer of administrative value	Paper	Acquisitions
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Manager's office			
TS03 - Catalog						
TS03-00 - N/A						
		41-TS03-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Paper	
			Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005.			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS03 - Catalog						
TS03-00 - N/A						
Location Info: Manager's PC and manager's office						
		41-TS03-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Catalog
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS03-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
			Notes: Includes work and vacation schedules.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS03-00-008	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Catalog
			Notes:			
			Location Info: Manager's Office			
		41-TS03-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Catalog
			Notes:		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS03-00-011	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Catalog
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS03 - Catalog						
TS03-00 - N/A						
		41-TS03-00-012	Departmental Meeting Agendas, Notes, Handouts, etc. Notes: Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Catalog
		41-TS03-00-013	CLEVNET Cataloging Guidelines, Instructions, etc. Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		41-TS03-00-014	CLEVNET Reports, Requests, etc. Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		41-TS03-00-015	Cataloging Specifications for Vendors Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		41-TS03-00-016	Statistics of Work Performed Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		41-TS03-00-017	Transient Documents Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance. Location Info: Manager's office	Retain until no longer of administrative value	Paper Electronic	Catalog
TS04 - Book Prep						
TS04-00 - N/A						
		41-TS04-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS04 - Book Prep						
TS04-00 - N/A						
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01. Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005. Location Info: Manager's PC and/or manager's office		Paper	
		41-TS04-00-003	Lists/Directories Notes: Includes staff telephone contact lists and emergency closing preferences lists. Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Book Preparation
		41-TS04-00-005	Commercial Binding Statistics Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		41-TS04-00-006	Materials Processed Statistics Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		41-TS04-00-007	Processing Supplies Inventory Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		41-TS04-00-008	Processing Statistical Data Notes: Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		41-TS04-00-010	Staff Schedules Notes: Includes work and vacation schedules. Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Book Preparation

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS04 - Book Prep						
TS04-00 - N/A						
		41-TS04-00-012	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Book Preparation
		Notes: Location Info: Manager's Office				
		41-TS04-00-014	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Book Preparation
		Notes: Location Info: Manager's PC and/or manager's office				
		41-TS04-00-015	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Book Preparation
		Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.				
		Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			Electronic	
		Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.				
		41-TS04-00-016	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Book Preparation
		Notes: Location Info: Manager's Office				
		41-TS04-00-017	Transient Documents	Retain until no longer of administrative value	Paper	Book Preparation
		Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.				
		Location Info: Manager's office				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS05 - Collection Management						
TS05-00 - N/A						
		41-TS05-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Collection Management
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Paper	
			Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005.			
			Location Info: Manager's PC and/or manager's office			
		41-TS05-00-004	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Collection Management
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS05-00-007	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Collection Management
			Notes:		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS05-00-008	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Collection Management
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		41-TS05-00-009	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Collection Management
			Notes:			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS05 - Collection Management						
TS05-00 - N/A						
Location Info: Manager's Office						
		41-TS05-00-010	Transient Documents	Retain until no longer of administrative value	Paper	Collection Management
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Manager's office			
TS06 - High Demand						
TS06-00 - N/A						
		41-TS06-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Paper	
			Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005.			
			Location Info: Manager's PC and/or manager's office			
		41-TS06-00-003	Emergency Telephone Contact List	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
			Notes:			
			Location Info: Manager's PC			
		41-TS06-00-004	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	High Demand
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS06-00-006	Work Schedules	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
			Notes:			
			Location Info: Manager's PC			
		41-TS06-00-007	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
			Notes: Includes work and vacation schedules.		Paper	

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS06 - High Demand						
TS06-00 - N/A						
Location Info: Manager's PC and/or manager's office						
		41-TS06-00-008	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	High Demand
Notes: Location Info: Manager's Office						
		41-TS06-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	High Demand
Notes: Location Info: Manager's PC and/or manager's office						
		41-TS06-00-011	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email	High Demand
Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.						
Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS06-00-012	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	High Demand
Notes: Location Info: Manager's Office						
		41-TS06-00-013	Transient Documents	Retain until no longer of administrative value	Paper Electronic	High Demand
Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS06 - High Demand						
TS06-00 - N/A						
Location Info: Manager's office						
TS07 - Preservation						
TS07-00 - N/A						
		41-TS07-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Preservation
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Paper	
			Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005.			
			Location Info: Manager's PC and/or manager's office			
		41-TS07-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Preservation
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS07-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	Preservation
			Notes: Includes work and vacation schedules.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS07-00-007	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Preservation
			Notes:			
			Location Info: Manager's Office			
		41-TS07-00-009	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Preservation
			Notes:		Paper	
			Location Info: Manager's PC			
		41-TS07-00-010	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Preservation

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS07 - Preservation						
TS07-00 - N/A						
			<p>Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.</p> <p>Location Info: Paper format in responsible office for 2 years, then transfer to Archives.</p> <p>Email server(s)</p> <p>If electronic document is the sole format, retain electronic document locally until content management system is operational.</p>		Email	
		41-TS07-00-011	<p>Departmental Meeting Agendas, Notes, Handouts, etc.</p> <p>Notes:</p> <p>Location Info: Manager's Office</p>	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		41-TS07-00-012	<p>Conservation Reports, Photos, & Correspondence from Vendors</p> <p>Notes:</p> <p>Location Info: Manager's Office</p>	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		41-TS07-00-013	<p>Art Works Database</p> <p>Notes:</p> <p>Location Info: Manager's PC</p>	Permanent	Data	Preservation
		41-TS07-00-014	<p>Art Inventory Card File</p> <p>Notes:</p> <p>Location Info: Manager's Office</p>	Permanent	Paper	Preservation
		41-TS07-00-015	<p>Microfilming Reports, Records, Descriptions, etc.</p> <p>Notes:</p> <p>Location Info: Manager's Office</p>	5 Years	Paper	Preservation

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS07 - Preservation						
TS07-00 - N/A						
		41-TS07-00-016	Transient Documents	Retain until no longer of administrative value	Paper	Preservation
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Manager's office			
TS08 - Shelf/Shipping						
TS08-00 - N/A						
		41-TS08-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Paper	
			Reports submitted to the Technical Services Administrator are kept 5 years then assessed for permanent retention. See 41-TS01-00-005.			
			Location Info: Manager's PC and/or manager's office			
		41-TS08-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Lakeshore Shipping/Shelf
			Notes: Includes staff telephone contact lists and emergency closing preferences lists.		Paper	
			Location Info: Manager's PC and/or manager's office			
		41-TS08-00-005	Shipping Log--Incoming Commercial Shipments	Retain Current Fiscal Year and Previous Year	Data	Lakeshore Shipping/Shelf
			Notes:			
			Location Info: Shipping PC			
		41-TS08-00-006	Shipping Log--Outgoing Commercial Shipments	Retain Current Fiscal Year and Previous Year	Data	Lakeshore Shipping/Shelf
			Notes:			
			Location Info: Shipping PC			
		41-TS08-00-007	Telescope Count, Outgoing	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
			Notes:			
			Location Info: Manager's PC			

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS08 - Shelf/Shipping						
TS08-00 - N/A						
		41-TS08-00-008	Item Processing Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
		Notes: Location Info: Manager's PC				
		41-TS08-00-009	Completed Truck Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
		Notes: Location Info: Manager's PC				
		41-TS08-00-010	Storage Items Retrieved Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
		Notes: Location Info: Manager's PC				
		41-TS08-00-012	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic Paper	Lakeshore Shipping/Shelf
		Notes: Includes work and vacation schedules. Location Info: Manager's PC and/or manager's office				
		41-TS08-00-014	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Lakeshore Shipping/Shelf
		Notes: Location Info: Manager's Office				
		41-TS08-00-016	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	Lakeshore Shipping/Shelf
		Notes: Location Info: Manager's PC and/or manager's office				
		41-TS08-00-017	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Lakeshore Shipping/Shelf

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS08 - Shelf/Shipping						
TS08-00 - N/A						
			<p>Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.</p> <p>Location Info: Paper format in responsible office for 2 years, then transfer to Archives.</p> <p>Email server(s)</p> <p>If electronic document is the sole format, retain electronic document locally until content management system is operational.</p>		Email	
		41-TS08-00-018	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Lakeshore Shipping/Shelf
			<p>Notes:</p> <p>Location Info: Manager's Office</p>			
		41-TS08-00-019	Transient Documents	Retain until no longer of administrative value	Paper	Lakeshore Shipping/Shelf
			<p>Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.</p> <p>Location Info: Manager's office</p>		Electronic	

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS01 - Branches & Outreach Office						
BOS01-00 - N/A						
		70-BOS01-00-001	Executive Correspondence	Permanent	Paper	Branch/Outreach Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		70-BOS01-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch/Outreach Office
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		70-BOS01-00-005	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch/Outreach Office
			Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS01 - Branches & Outreach Office						
BOS01-00 - N/A						
		70-BOS01-00-007	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Branch/Outreach Office
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01			
			Location Info: Branches & Outreach Services Office			
		70-BOS01-00-009	Transient Documents	Retain until no longer of administrative value	Paper	Branch/Outreach Office
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Branches & Outreach Services Office			
BOS02 - Branches						
BOS02-00 - N/A						
		70-BOS02-00-001	Meeting Room Applications	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes:			
			Location Info: Manager's Files			
		70-BOS02-00-002	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Includes output measures and Reading Club data that are submitted to other library offices for aggregated reports.			
			Location Info: Manager's Files			
		70-BOS02-00-003	Receipts	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Cash receipts, Photocopier receipts, Telephone receipts			
			Location Info: Circulation Desk			
		70-BOS02-00-004	Staff Newsletters	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes:			
			Location Info: Circulation Desk			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS02 - Branches						
BOS02-00 - N/A						
		70-BOS02-00-005	Schedules	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Staff Schedules, Quarterly Vacation Schedules, Main Library Sunday Schedules			
			Location Info: Manager's Files			
		70-BOS02-00-006	Sick/Vacation Hours Reports	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes:			
			Location Info: Manager's Files			
		70-BOS02-00-007	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.		Electronic	
			Reports submitted to the agency's Administrator are kept 5 years then assessed for permanent retention. See 70-BOS01-00-007.			
			Location Info: Manager's PC and/or files			
		70-BOS02-00-008	Requisitons	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Branch Requisition Orders, Completed Work Orders, Supply Requisitions,			
			Location Info: Manager's Files			
		70-BOS02-00-009	Security Reports (copies)	Retain Current Fiscal Year and Previous Year	Paper	Branch
			Notes: Originals sent to Security Operations			
			Location Info: Manager's files			
		70-BOS02-00-011	Branch History Documents (copies)	Permanent	Paper	Branch
			Notes: Copies of documents kept permanently in Archives. Copies may not be destroyed until checked against holdings in Archives.			
			Location Info: Branch; may be transferred to Archives if space constraints are an issue.			
		70-BOS02-00-012	Contracted Security Guard Logs	Retain Current Fiscal Year and Previous Year	Paper	Branch

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS02 - Branches						
BOS02-00 - N/A						
Notes: Information is sent to security firm under contract with Library Location Info: Manager's Files						
		70-BOS02-00-013	Budget Requests	5 Years	Paper	Branch
Notes: Location Info: Manager's Files						
		70-BOS02-00-014	Reports concerning branch operations that originate in other library agencies	Retain until no longer of administrative value	Paper	Branch
Notes: Example: Monthly Activity Report prepared by Planning & Research Dept. Responsibility for retention of original report rests with originating agency. Location Info: Branch Manager's Files						
		70-BOS02-00-015	Transient Documents	Retain until no longer of administrative value	Paper	Branch
Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication. Location Info: Branch						
		70-BOS02-00-016	Photograph Release Forms	Permanent	Paper	Branch
Notes: Photographs that may be used in Annual Report and other library publications Location Info: Manager's Files for 2 years, then transfer to Archives						
		70-BOS02-00-017	Staff Evaluations (copies)	Retain until no longer of administrative value	Paper	Branch
Notes: Location Info: Branch Manager's Files						
		70-BOS02-00-018	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS02 - Branches						
BOS02-00 - N/A						
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
BOS03 - Mobile Services						
BOS03-00 - N/A						
		70-BOS03-00-001	Patron Requests	Retain Current Fiscal Year and Previous Year	Paper	Mobile Services
			Notes: Kept 3 months.			
			Location Info: Mobile Services Offices			
		70-BOS03-00-002	Driver Daily Inspection & Condition Report	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
			Notes: Daily form contains, gas, vehicle checklist and is used for keeping statistics on stops.			
			Location Info: Mobile Services Office			
		70-BOS03-00-003	Time Cards	Retain Current Fiscal Year and Previous Year	Paper	Mobile Services
			Notes: Keeps photocopy.			
			Location Info: Mobile Services Office			
		70-BOS03-00-004	Service Schedules & Statistics	5 Years then Assess for Permanent Retention in Archives	Electronic	Mobile Services
			Notes:		Paper	
			Location Info: Mobile Services Office			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS03 - Mobile Services						
BOS03-00 - N/A						
		70-BOS03-00-005	Transient Documents	Retain until no longer of administrative value	Paper	Mobile Services
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Mobile Services Office			
		70-BOS03-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Mobile Services
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		70-BOS03-00-007	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Mobile Services
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01		Electronic	
			Reports submitted to the agency's Administrator are kept 5 years then assessed for permanent retention. See 70-BOS01-00-007.			
			Other reports may be detailed under 70-BOS03.			
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS04 - Youth Services						
BOS04-00 - N/A						
		70-BOS04-00-001	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
			Notes: Statistics includes programs, summer and Winter Reading Clubs, tours. Location Info: Youth Services Office			
		70-BOS04-00-002	Transient Documents	Retain until no longer of administrative value	Paper	Youth Services
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance. Location Info: Youth Services		Electronic	
		70-BOS04-00-003	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01 Reports submitted to the agency's Administrator are kept 5 years then assessed for permanent retention. See 70-BOS01-00-007. Location Info: Head of Youth Services Office		Electronic	
		70-BOS04-00-004	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Youth Services
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections. Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Email	
					Electronic	
		70-BOS04-00-005	Inventory Records	Retain Current Fiscal Year and Previous Year	Paper	Youth Services

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS04 - Youth Services						
BOS04-00 - N/A						
Notes: Does inventory once a year. Location Info: Head of Youth Services Office						
		70-BOS04-00-006	Time and Expense Reports	5 Years	Electronic	Youth Services
Notes: Location Info: Head of Youth Services Office						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
		70-BOS05-00-001	Reading History of Individual Patron	Permanent	Data	Library for the Blind and Physically handicapped
Notes: Keystone is the provider server Location Info: LBPH						
		70-BOS05-00-002	Statistics	Retain Current Fiscal Year and Previous Year	Data	Library for the Blind and Physically handicapped
Notes: Circulation, Number of People Registered; Federal site Location Info: LBPH						
		70-BOS05-00-003	Quarterly Budget	Retain Current Fiscal Year and Previous Year	Electronic Paper	Library for the Blind and Physically handicapped
Notes: LBPH keeps paper copy Location Info: LBPH, State of Ohio						
		70-BOS05-00-004	Application Form	5 Years	Paper	Library for the Blind and Physically handicapped
Notes: LBPH, State of Ohio Location Info: LBPH						
		70-BOS05-00-005	Evaluation Form for Standards	5 Years	Paper	Library for the Blind and Physically handicapped
Notes: Consultant from National Library Service, Federal Location Info: LBPH						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
		70-BOS05-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Library for the Blind and Physically handicapped
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.		Electronic	
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		70-BOS05-00-007	Purchase Orders	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
			Notes: Purchase Orders are for materials. Information goes into the budget prepared for the State.			
			Location Info: LBPH			
		70-BOS05-00-008	Comprehensive Magazine Listing Service	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
			Notes: National Library Service, Federal			
			Location Info: LBPH			
		70-BOS05-00-009	Page Sign-In Sheet	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
			Notes: Needed for State of Ohio information			
			Location Info: LBPH			
		70-BOS05-00-010	Volunteer Hours	5 Years	Electronic	Library for the Blind and Physically handicapped
			Notes: Excel spreadsheet for State of Ohio information.			
			Location Info: LBPH			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
		70-BOS05-00-011	Locally Produced Recorded Magazines List	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
			Notes: Information needed for State of Ohio Location Info: LBPH			
		70-BOS05-00-012	Instructions for Recorded Magazines	Retain until superseded, obsolete, or replaced	Paper	Library for the Blind and Physically handicapped
			Notes: Paper and electronic documents for recorded magazines. Location Info: LBPH			
		70-BOS05-00-013	Statistics on Inspected Books	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
			Notes: Information for budget for State of Ohio Location Info: LBPH			
		70-BOS05-00-014	X-SS Inventory	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
			Notes: Available materials information for National Library Service. Location Info: LBPH			
		70-BOS05-00-015	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
			Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01 Reports submitted to the agency's Administrator are kept 5 years then assessed for permanent retention. See 70-BOS01-00-007. Location Info: LBPH manager's PC and/or files		Electronic	
		70-BOS05-00-016	Time Cards	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
			Notes: Location Info: Keeps copy.			
		70-BOS05-00-017	Request for Time/Expenses (copy)	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
			Notes: Information for budget.			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
Location Info: LBPH						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML01 - Main Library Office						
ML01-00 - N/A						
		90-ML01-00-001	Pull List Statistics	Retain Current Fiscal Year and Previous Year	Paper	Main Library Office
			Notes: Information from Subject Departments			
			Location Info: Main Library Office			
		90-ML01-00-002	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
			Notes: Reports created by library staff concerning the management or operations of the Library. Destroy duplicate copies when no longer of administrative value.		Electronic	
			Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.			
			Location Info: Paper format in Main Library Office for 2 years, then transferred to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		90-ML01-00-003	Transient Documents	Retain until no longer of administrative value	Paper	Main Library Office
			Notes: Includes post-it-notes, drafts and other limited documents which serve to convey information of temporary importance.		Electronic	
			Location Info: Main Library Office			
		90-ML01-00-004	Sunday Schedules and Supporting Documentation	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
			Notes:			
			Location Info: Main Library Office for 2 years, then transfer to Archives.			
		90-ML01-00-005	Staff Schedules	Retain Current Fiscal Year and Previous Year	Paper	Main Library Office
			Notes: Includes work and vacation schedules.		Electronic	
			Location Info: Main Library Office			
		90-ML01-00-006	Executive Correspondence	Permanent	Paper	Main Library Office
			Notes: Correspondence dealing with significant aspects of the administration of the Library; executive correspondence includes information concerning legal matters, library policies, fiscal and personnel matters, contracts, and property.		Email	

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Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML01 - Main Library Office						
ML01-00 - N/A						
			Location Info: Paper format in Main Library Office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		90-ML01-00-007	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
			Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.		Email	
			Location Info: Paper format in Main Library Office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	
		90-ML01-00-008	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
			Notes: Professional correspondence deals with significant issues and trends in library service and in the library profession; material considered for permanent retention will be evaluated for its potential usefulness to future researchers in the field of library science.		Email	
			Location Info: Paper format in Main Library Office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.		Electronic	

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML02 - Subject Departments						
ML02-00 - N/A						
		90-ML02-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
		Notes: Annual reports are retained permanently by Director's Office. See 10-DIR03-00-01.			Electronic	
		Reports submitted to the Main Library Administrator are kept 5 years then assessed for permanent retention. See 90-ML01-00-002.				
		Location Info: Subject Department manager offices				
		90-ML02-00-003	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
		Notes: Subject Department keeps statistics for Collection Management/Development: Examples: Gov. Doc. for Mail Statistics, Electronic for CD, CD-ROMs, PTDL Product Check-In; Sci.Tech. for Standards; Foreign Lit.for Collection Maintenance; Gen. Ref. for Periodical Tracking; FA/SC for Desk Statistics. Departments also keep Pull List Statistics.				
		Location Info: Subject Department				
		90-ML02-00-004	Staff Schedules	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
		Notes:				
		Location Info: Subject Department manager offices				
		90-ML02-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Subject Departments
		Notes: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the Library and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence library policy, nor does it deal with significant aspects of the administration of the Library or matters pertaining to the powers and duties of the Board of Library Trustees.) Correspondence considered for permanent retention will be evaluated for its value to future researchers of the Library's history and the development of its services and collections.			Email	
		Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			Electronic	
		Email server(s)				
		If electronic document is the sole format, retain electronic document locally until content management system is operational.				

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML02 - Subject Departments						
ML02-00 - N/A						
		90-ML02-00-007	Daily Logs	5 Years then Assess for Permanent Retention in Archives	Paper	Subject Departments
			Notes: Subject Departments keep various kinds of logs. Location Info: Subject Department			
		90-ML02-00-008	Patron Request/Hold For Materials	Retain until no longer of administrative value	Paper	Subject Departments
			Notes: Form # 315 Request by patron, special to Audio-Video Department. Location Info: Audio-Video Department			
		90-ML02-00-009	Request for A-V Technician/Equipment	Retain until no longer of administrative value	Paper	Subject Departments
			Notes: Form # 204, Request for technician or equipment for other departments. Location Info: Audio Video Department			
		90-ML02-00-010	Quotes for Video Work	Retain until no longer of administrative value	Paper	Subject Departments
			Notes: Audio-Video Department do quotes for video work on Purchase Orders. Location Info: Audio-Video Department			
		90-ML02-00-011	Special Collections Registration Sheets	Permanent	Paper	Subject Departments
			Notes: Reserchers are signed in for the John G. White Room. Location Info: Fine Ats/Special Collections, John G. White Room			
		90-ML02-00-012	Permission to Use Material to Publish	Permanent	Paper	Subject Departments
			Notes: Location Info: Responsible office for 2 years, then transfer to Archives.			
		90-ML02-00-013	Committee Minutes	5 Years then Assess for Permanent Retention in Archives	Paper	Subject Departments
			Notes: Subject Department staff as members of committees retain meeting minutes and keep them for various periods of time. Examples: SC/FA Schweinfurth Committee, Gen. Ref. for E.R.C. Location Info: Subject Department			

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML02 - Subject Departments						
ML02-00 - N/A						
		90-ML02-00-014	Cash Register Report Notes: PAL has 800, 810 and 880 tape. Location Info: Public Administration Library	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
		90-ML02-00-015	Sign-In for Computer Notes: PAL does not have an automated computer management system Location Info: Public Administration Library	Retain until no longer of administrative value	Paper	Subject Departments
		90-ML02-00-016	Copy Machine Receipt Notes: Location Info: Public Administration Library	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
		90-ML02-00-017	Permissions re: Digital Media Notes: Includes permissions to podcast, stream video, etc. Location Info: Main Library Office for 2 years then transfer to Archives.	Permanent	Paper	Main Library Office
ML03 - Photograph Collection						
ML03-00 - N/A						
		90-ML03-00-001	Requisition for Photoduplication Notes: Copies in Photograph Collection Location Info: Photograph Collection	5 Years	Paper	Photograph Collection
		90-ML03-00-002	Permission to Reproduce Photograph for Personal Research Notes: Form # 382 Request for Reproductions/Application for Permission to Publish. Recommended retention period is 5 years for personal research. Distinction made between use for personal research and use for publishing. Location Info: Photograph Collection	5 Years	Paper	Photograph Collection
		90-ML03-00-003	Patron Request	Retain Current Fiscal Year and Previous Year	Paper	Photograph Collection

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML03 - Photograph Collection						
ML03-00 - N/A						
<p>Notes: Monthly/Yearly Compilation Location Info: Photograph Collection</p>						
		90-ML03-00-004	Activity Report	Retain Current Fiscal Year and Previous Year	Paper	Photograph Collection
<p>Notes: Paper and electronic copies Location Info: Photograph Collection</p>						
		90-ML03-00-005	Application for Permission to Publish	Permanent	Paper	Photograph Collection
<p>Notes: Form #382 Request for Reproductions/Application for Permission to Publish. Recommended retention period is permanent. Distinction made between use for personal research and use for publishing. Location Info: Responsible office for 2 years, then transfer to Archives.</p>						
ML04 - Lending						
ML04-00 - N/A						
		90-ML04-00-001	Library Card Applications	Retain until no longer of administrative value	Paper	Lending
<p>Notes: Location Info: Lending</p>						
		90-ML04-00-003	Change/Correction of Borrower Database	Retain until no longer of administrative value	Paper Email	Lending
<p>Notes: Location Info: Lending</p>						
		90-ML04-00-004	Drive-up Window Log	Retain Current Fiscal Year and Previous Year	Paper	Lending
<p>Notes: Log of drop-off materials. Location Info: Lending</p>						
		90-ML04-00-005	Cash Register Tapes	5 Years	Paper	Lending
<p>Notes: Deposit slips copies; sent to Financial Services. Location Info: Lending</p>						

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML04 - Lending						
ML04-00 - N/A						
		90-ML04-00-006	Safe Log Sheet Notes: Count of safe money. Location Info: Lending	Retain Current Fiscal Year and Previous Year	Paper	Lending
		90-ML04-00-007	NSF Documentation Notes: Declined credit card transactions and bounced checks kept 5 years or until paid, whichever is shorter. Location Info: Lending	5 Years or Until Paid	Paper	Lending
ML05 - Homebound Services						
ML05-00 - N/A						
		90-ML05-00-001	Homebound Services Request Notes: Form #485 Location Info: Homebound Services	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
		90-ML05-00-002	Enrollment Notes: New Homebound Patrons Location Info: Homebound Services	5 Years	Paper	Homebound Services
		90-ML05-00-003	Cost by Week Notes: Logged into book for the Judd Fund; goes to Financial Services. Location Info: Homebound Services	5 Years	Paper	Homebound Services
		90-ML05-00-004	Daily Log of Materials Notes: Count of type of materials that go out; reported to Planning & Research. Location Info: Homebound Services	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
ML06 - Photoduplication Office						
ML06-00 - N/A						
		90-ML06-00-001	Order Sheet Notes: Form #224	5 Years	Paper	Photoduplication Office

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML06 - Photoduplication Office						
ML06-00 - N/A						
Location Info: Photoduplication Office						
		90-ML06-00-002	Correspondence Regarding Order Notes: Paper copy of e-mail Location Info: Photoduplication Office	5 Years	Paper	Photoduplication Office
		90-ML06-00-003	Invoice Notes: Goes to Financial Services; was in Quick Book, now in MUNIS Location Info: Photoduplication Office	5 Years	Paper	Photoduplication Office
		90-ML06-00-004	Requests from other Libraries Notes: Location Info: Photoduplication Office	Retain Current Fiscal Year and Previous Year	Paper	Photoduplication Office
ML07 - Interlibrary Loan						
ML07-00 - N/A						
		90-ML07-00-001	Patron Requests Notes: Keep for audit. Location Info: Interlibrary Loan	5 Years	Data	Interlibrary Loan
		90-ML07-00-002	Invoices Notes: Keep for audit. Location Info: Interlibrary Loan Office	5 Years	Paper	Interlibrary Loan
ML08 - Shelf Division						
ML08-00 - N/A						
		90-ML08-00-001	Statistics Notes: Includes inter-division pick-up, CLEVNET pick-up, Lakeshore Delivery Location Info: Shelf Division	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
		90-ML08-00-002	Time Slips	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division

Cleveland Public Library
Retention Schedule

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML08 - Shelf Division						
ML08-00 - N/A						
Notes: Page Time Record of Breaks, Lunch Periods. Location Info: Shelf Division						
		90-ML08-00-003	Weekly Work Schedule	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
Notes: Location Info: Shelf Division						
		90-ML08-00-004	Sunday Work Schedule	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
Notes: Location Info: Shelf Division						
ML09 - Cleveland Research Center						
ML09-00 - N/A						
		90-ML09-00-001	Invoices	5 Years	Paper	Cleveland Research Center
Notes: Location Info: Cleveland Research Center						
		90-ML09-00-002	Project Summary	Retain Current Fiscal Year and Previous Year	Paper	Cleveland Research Center
Notes: Location Info: Cleveland Research Center						
ML10 - Computer Lab						
ML10-00 - N/A						
		90-ML10-00-001	Statistics	Retain Current Fiscal Year and Previous Year	Electronic	Computer Lab
Notes: Classes and patron information contained in Excel document. Location Info: Computer						