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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
) - Director'	s Office					
R01 - Boar	d of Trustees					
	DIR01-00 - N/A					
		10-DIR01-00-001	Board Meeting Agendas	Permanent	Paper	Director's Office
		Notes:	Holdings: 1986 - present			
		Location Info:	Director's Office for 2 years and then transfe	erred to the Archives permanently.		
		10-DIR01-00-002	Minutes of Board Meetings	Permanent	Paper	Director's Office
		Notes:			Electronic	
		Location Info:	Keep paper format in Director's Office for cu Technical Services. Store signed minutes in copies of the signed minutes in Archives. PDF format is stored on a local file server.			
		10-DIR01-00-003	Audiotapes of Board Meetings	Retain Current Fiscal Year and Previous Year	Audio	Director's Office
		Notes:	Used by Director's Executive Assistant to pro	epare Board minutes.		
		Location Info:	Director's Office			
		10-DIR01-00-004	Director's Monthly Reports	Permanent	Paper	Director's Office
		Notes:				
		Location Info:	Keep permanently as part of Board minutes Board Meetings.) Keep copies in Director's C Archives. Retain copies in Archives for dura destroy.	Office for 2 years, then transfer to		
		10-DIR01-00-005	Reports	Permanent	Paper	Director's Office
			Reports presented to the Board at Board me library staff, legal counsel, consultants, arch	eetings or Board retreats from		
		Location Info:	Director's Office for 2 years, then transfer to	o Archives.		
		10-DIR01-00-006	Executive Correspondence with Trustees	Permanent	Paper	Director's Office
		Notes:	Correspondence dealing with significant asp Library and matters pertaining to the power ORC Section 3375.40.		Email า	
		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, re until content management system is operati			

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			Fillited: 11/14/2008 1.04:24 Fill			
ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
- Director	s Office					
R01 - Boar	d 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 c notices of meetings and library events; it of the administration of the Library or ma duties of the Board as listed in ORC Section	t does not deal with significant aspects atters pertaining to the powers and	Email	
		Location Info	: Paper format in Director's Office for 2 years	ars, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format until content management system is ope	·		
		10-DIR01-00-010	Trustees' Files	Permanent	Paper	Director's Office
		Notes	: Contains documents such as signed oath clippings.	of office, vitae, and newspaper		
		Location Info	: Director's Office until term of office is over permanently.	er, then transfer to Archives		
IR02 - Corre	espondence					
	DIR02-00 - N/A					
		10-DIR02-00-001	Executive Correspondence	Permanent	Paper	Director's Office
		Notes	: Correspondence dealing with significant a Library; executive correspondence includ matters, library policies, fiscal and persor	les information concerning legal	Email	
		Location Info	: Director's Office for 2 years, then transfe	er to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format until content management system is ope			
		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

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	Il Schedule		Pfinted: 11/14/2008 1:04:24			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
0 - Director'	s Office					
OIR02 - Corre	espondence					
	DIR02-00 - N/A					
		Notes	various individuals, companies, and pertaining to the Library and other is informative (it does not attempt with significant aspects of the adm pertaining to the powers and dutie Correspondence considered for per	letters, memos); also, correspondence from d organizations requesting information miscellaneous inquiries. This correspondence to influence library policy, nor does it deal inistration of the Library or matters s of the Board of Library Trustees.) manent retention will be evaluated for its .ibrary's history and the development of its	Email	
		Location Info	: Director's Office for 2 years, then t	ransfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole f until content management system	ormat, retain electronic document locally is operational.		
		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
		Notes	service and in the library profession	with significant issues and trends in library n; material considered for permanent otential usefulness to future researchers in	Email	
		Location Info	Director's Office for 2 years, then t	ransfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole f until content management system	ormat, retain electronic document locally is operational.		
IR03 - Repo	orts					
	DIR03-00 - N/A					
		10-DIR03-00-001	Management and Operations Repo	rts Permanent	Paper	Director's Office
		Notes	 Reports created by library staff cor the Library. Annual Reports are boo of administrative value. 	ncerning the management or operations of und. Destroy duplicate copies when no longer	Electronic	
		Location Info	Director's Office for 2 years, then t	ransfer to Archives.		
		10-DIR03-00-002	Reports from Consultants	Permanent	Paper	Director's Office
		Notes	Reports from outside consultants c the Library.	oncerning the management or operations of		

Cleveland	Public Library
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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
10 - Directo	r's Office					
DIR03 - Rep	ports					
	DIR03-00 - N/A					
		Location Inf	o: Director's Office for 2 years, then tran	sfer to Archives.		
DIR04 - Mis	cellaneous					
	DIR04-00 - N/A					
	·	10-DIR04-00-001	Transient Documents	Retain until no longer of administrative value	Paper	Director's Office
		Note	es: Includes post-it-notes, drafts and othe convey information of temporary impo			
		Location Inf	o: Director's Office			
		10-DIR04-00-002	Telephone Message Log	Duration of Director's Term Plus 5 Years	Paper	Director's Office
		Note	es: Director's Office for 2 years, then tran	sfer to Archives		
		Location Inf	o: Director's Office			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financia	I Services					
FIN01 - Acco	unts Receivable, Rece	eipting & Depositing				
	FIN01-00 - N/A					
		11-FIN01-00-001	Deposit Receipt Documents	5 Years, Provided Audited	Paper	Accounting
		Notes:	Included internal forms, receipt records for cash MC/VISA records	h, check, electronic transfers,		
		Location Info:	10th Floor, Lateral cabinet			
		11-FIN01-00-002	Invoices	5 Years, Provided Audited	Data	Accounting
		Notes:				
		Location Info:	MUNIS Financial Management System-General	Revenues		
		11-FIN01-00-003	Tax Settlements & Tax Advances	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:	From Cuyahoga County Budget Commission			
		Location Info:	10th Floor, Lateral cabinet labeled such directly office.	outside Finance Administrator's		
	Imbering, Accounts Pa	wahla 8 Europadituraa				
FINUZ - ENCU	FIN02-00 - N/A					
	F1N02-00 - N/A	11-FIN02-00-001	1099's	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:		5 Tears, Fronded Addited	гары	Tindicial Services Office
		Location mio:	Financial Services Later File Cabinet			
		11-FIN02-00-002	Accounts Payable Vouchers	5 Years, Provided Audited	Paper	Accounting
		Notes:	Includes all supporting documentation to the ch	neck		-
			Current files-10th floor in Acct area			
			Prior year files-10th floor by elevator and LSW I	basement in Acctg Storage Roon	n	
		11-FIN02-00-003	Check Registers	5 Years, Provided Audited	Paper	Accounting
		Notes:				
		Location Info:	10th Floor, Lateral cabinet labeled such directly	outside Accounting Supervisor's	;	
			office.			
		11-FIN02-00-004	Checks	5 Years, Provided Audited	Electronic	Financial Services Office
		Notes:	Paper checks through 12/31/04 Cd Roms from	1/1/05 to current		
			Accounting Department			
			5 .			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial	Services					
FIN02 - Encur	mbering, Accounts Pay	able & Expenditures				
	FIN02-00 - N/A					
		11-FIN02-00-005	Purchase Orders	5 Years, Provided Audited	Paper	Accounting
		Notes:	Pink copy			
		Location Info:	10th Floor, Lateral cabinet labeled such directly office.	outside Accounting Supervisor's		
		11-FIN02-00-006	Requistions/Purchase Orders	5 Years, Provided Audited	Data	Purchasing
		Notes:				
		Location Info:	Includes requistions converted to PO's within F	inancial Management system		
		11-FIN02-00-007	Purchase Orders	5 Years, Provided Audited	Paper	Purchasing
			Yellow copy		i upoi	r di olidollig
			Purchasing Department, Lakeshore Facility			
		2000.001 1110				
		11-FIN02-00-008	Reports	5 Years, Provided Audited	Paper	Accounting
		Notes:	Includes Expenditure Ledger, Encumbrance, etc	c. reports		
		Location Info:	10th Floor, Lateral cabinet labeled such directly office.	voutside Accounting Supervisor's		
		11-FIN02-00-009	Reports	5 Years, Provided Audited	Data	Accounting
		Notes:	Includes reports spooled within Financial Manage	gement system.		
		Location Info:	Financial management's server			
		11-FIN02-00-010	Reports	5 Years, Provided Audited	Electronic	Financial Services Office
		Notes:	Expenditure Ledger, Encumbrance, AP. and AR			
			Accounting/Financial Services			
		11-FIN02-00-011	Travel & Conference Approvals	5 Years, Provided Audited	Paper	Financial Services Office
			Green copy.	5 Tears, Trovided Addited		
			10th floor lateral cabinet outside Finance Admir	histrator's office		
		Location mild.				
		11-FIN02-00-012	W9's	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:				
		Location Info:	Accounting Department			

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Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	Record Title Cash Journals Journal entry detail files with supporting doc 10th Floor, Lateral cabinet labeled such direct office. Bank Statements Includes supporting bank transfer forms, ban reconciliations 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 10th Floor, Lateral cabinet labeled such direct	5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	Format Paper 's Paper Paper	Resp. Office Accounting Financial Services Office
Notes Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	 : Journal entry detail files with supporting doc : 10th Floor, Lateral cabinet labeled such direct office. ng Bank Statements : Includes supporting bank transfer forms, ban reconciliations : 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 	cumentation. Posting reports. ctly outside Accounting Supervisor 5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	's	
Notes Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	 : Journal entry detail files with supporting doc : 10th Floor, Lateral cabinet labeled such direct office. ng Bank Statements : Includes supporting bank transfer forms, ban reconciliations : 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 	cumentation. Posting reports. ctly outside Accounting Supervisor 5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	's	
Notes Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	 : Journal entry detail files with supporting doc : 10th Floor, Lateral cabinet labeled such direct office. ng Bank Statements : Includes supporting bank transfer forms, ban reconciliations : 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 	cumentation. Posting reports. ctly outside Accounting Supervisor 5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	's	
Notes Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	 : Journal entry detail files with supporting doc : 10th Floor, Lateral cabinet labeled such direct office. ng Bank Statements : Includes supporting bank transfer forms, ban reconciliations : 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 	cumentation. Posting reports. ctly outside Accounting Supervisor 5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	's	
Location Info unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	 : 10th Floor, Lateral cabinet labeled such direct office. ng Bank Statements : Includes supporting bank transfer forms, bar reconciliations : 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements 	5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	_	Financial Services Office
unts, Banking & Investi 11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	office. ng Bank Statements Includes supporting bank transfer forms, ban reconciliations 10th Floor, Lateral cabinet labeled such direct Administrator's office. Depository Agreements	5 Years, Provided Audited nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	_	Financial Services Office
11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	Bank Statements : Includes supporting bank transfer forms, bar reconciliations : 10th Floor, Lateral cabinet labeled such direc Administrator's office. Depository Agreements	nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	Paper	Financial Services Office
11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	Bank Statements : Includes supporting bank transfer forms, bar reconciliations : 10th Floor, Lateral cabinet labeled such direc Administrator's office. Depository Agreements	nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	Paper	Financial Services Office
11-FIN04-01-001 Notes Location Info 11-FIN04-01-002	Bank Statements : Includes supporting bank transfer forms, bar reconciliations : 10th Floor, Lateral cabinet labeled such direc Administrator's office. Depository Agreements	nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	Paper	Financial Services Office
Notes Location Info 11-FIN04-01-002	 Includes supporting bank transfer forms, bar reconciliations 10th Floor, Lateral cabinet labeled such direc Administrator's office. Depository Agreements 	nk credit and debit forms and ctly outside Asst Finance 5 Years after Expiration,	Paper	Financial Services Office
Location Info 11-FIN04-01-002	reconciliations : 10th Floor, Lateral cabinet labeled such direc Administrator's office. Depository Agreements	ctly outside Asst Finance		
11-FIN04-01-002	Administrator's office. Depository Agreements	5 Years after Expiration,		
Notes	· 10th Floor I ateral cabinet labeled such direc	Provided Audited	Paper	Financial Services Office
	Administrator's office.	ctly outside Asst Finance		
Location Info	: Contractual Agreements			
11-FIN04-01-003	Investment Records	5 Years, Provided Audited	Paper	Financial Services Office
Notes	: Current investments and matured investmen	nts.		
Location Info	: 10th Floor, Lateral cabinet in Assistant Admin	inistrator's office.		
11-FIN04-01-004	Petty Cash Receipt Forms	Retain Until No Longer of Administrative Value	Paper	Financial Services Office
Notes	: **Need a Retention Period "Until superceded Acknowledgement from custodians of petty of			
Location Info				
Compliance				
11-FIN04-02-001	Appropriation Measures	Permanent	Paper	Financial Services Office
	: Supporting documentation. Exhibits present		·	
Notes				
	Location Info Compliance 11-FIN04-02-001	Acknowledgement from custodians of petty Location Info: In each Branch's safe Compliance 11-FIN04-02-001 Appropriation Measures Notes: Supporting documentation. Exhibits presen amendments.	Acknowledgement from custodians of petty cash Location Info: In each Branch's safe Compliance 11-FIN04-02-001 Appropriation Measures Notes: Supporting documentation. Exhibits present to the Board. Includes amendments.	Acknowledgement from custodians of petty cash Location Info: In each Branch's safe Compliance 11-FIN04-02-001 Appropriation Measures Notes: Supporting documentation. Exhibits present to the Board. Includes

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

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financia	Services					
FIN04 - Gene	ral Financial Records					
	FIN04-03 - Capital P	rojects & Construction				
		11-FIN04-03-004	Correspondence	20 Years, then assess for permanent retention in Archives	Paper	Financial Services Office
		Notes:			Email	
		Location Info:	10th Floor, Lateral cabinet labeled such directly office, then transferred to Archives	y outside Finance Administrator's		
		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 office, then transferred to Archives.	y outside Finance Administrator's		
		11-FIN04-03-006 Notes:	Building Blueprints	Permanent	Audio	Financial Services Office
		Location Info:	10th Floor, Lateral cabinet labeled such directly Administrator's office, then transferred to Archi			
	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 office.	y outside Finance Administrator's		

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					-	
	ub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Se						
	Financial Records					
F	IN04-05 - Financial	Reports				
		11-FIN04-05-002	Condition of Funds	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:	Sent to Cuyahoga County Budget Commission			
		Location Info:	10th Floor, Lateral cabinet labeled such directly	y outside Finance Administrator's		
			office.			
		11 51004 05 000	Financial Danasha ka Kanan Analikan at Okaka	Democrat	Demon	Financial Camilana Office
		11-FIN04-05-003	Financial Reports to/from Auditor of State	Permanent	Paper	Financial Services Office
		Notes:	Audited and unaudited versions. Includes aud letters from Auditor of State.	it opinion and management		
		Location Info:	10th Floor, Lateral cabinet labeled such directly	v outside Finance Administrator's		
			office.	,		
		11-FIN04-05-004	Misc. Financial Reports to the Board	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:	Includes Gift, Investments, Travel and Confere Expenditures reports.	ence and Income and		
		Location Info:	10th Floor, Lateral cabinet labeled such directly	y outside Finance Administrator's		
			office.			
F	IN04-07 - Insurance	e & Risk Management				
		11-FIN04-07-001	Insurance Policies	5 Years, Provided Audited	Paper	Financial Services Office
		Notes:	**Need Retention Period "2 years after expirat	tion, provided all claims setttled"		
		Location Info:	10th Floor, Lateral cabinet labeled such directly	y outside Finance Administrator's		
			office.			
	INO 1 00 Lond and	Other Capital Assets				
F	INU4-08 - Land and					
		11-FIN04-08-001	Deeds & Easements	Permanent	Paper	Financial Services Office
			If property is sold, transfer to Archives			
		Location Info:	10th Floor, Lateral cabinet labeled such directly office.	y outside Finance Administrator's		
		11-FIN04-08-002	Inventories	Permanent	Paper	Financial Services Office
			Includes depreciation and audit and verify repo		12 01	
		Location Info:				
		Loodion mo.				
F	INO4-09 - Leases, Co	ontracts, Grants, Trusts, I	Endowments & Other Agreements			
		11-FIN04-09-001	Equipment Leases	5 Years after Expiration,	Paper	Financial Services Office
				Provided Audited		

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		Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial	Services					
FIN04 - Genera	al Financial Records					
	FIN04-09 - Leases, C	contracts, Grants, Trusts, I	Endowments & Other Agreements			
		Notes:	**Need Retention Period "5 years after expirati	ion, provided audited"		
		Location Info:	10th floor			
		11-FIN04-09-002	Gift and Grant Records	Permanent	Paper	Financial Services Office
		Notes:	Agreements, reports, supporting documentation	n, internal gift forms		
		Location Info:	10th Floor, Lateral cabinet labeled such directly office, then transferred to Archives.	voutside Finance Administrator's		
		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 - Payrol						
	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 Arc	hives		
		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			

Cleveland	Public Library
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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial					lionnat	
FIN05 - Payro						
Thuos - Layro	FIN05-00 - N/A					
	FIN05-00 - N/A	11-FIN05-00-003	Court orders for Payroll Deductions	2 Years after termination of	Dapor	Financial Services Office
		11-FIN05-00-003	Court orders for Payron Deductions	employment or order rescended	Paper	
		No	tes:			
		Location I	nfo: 10th Floor Payroll Dept			
		11-FIN05-00-004	Employee Earning Records	Permanent	Paper	Financial Services Office
		No	tes:			
		Location I	nfo: 10th Floor Payroll Dept			
		11-FIN05-00-005	Employee Withholding Requests	Until replaced or revoked by employee	Paper	Financial Services Office
		No	tes:			
		Location In	nfo: 10th Floor Payroll Dept			
		11-FIN05-00-006	Employer Payroll Quarterly Reports	5 Years, Provided Audited	Paper	Financial Services Office
		No	tes:			
		Location I	nfo: 10 th Floor Payroll Dept			
		11-FIN05-00-007	Garnishment Orders	5 Years after termination of employment or order rescended	Paper	Financial Services Office
		No	tes:			
		Location I	nfo: 10th Floor Payroll Dept			
		11-FIN05-00-008	W-2 Forms	Permanent	Microform	Financial Services Office
		No	tes:			
		Location In	nfo: 10 th Floor Payroll Dept			
		11-FIN05-00-009	W-4 Forms	Until superseded or employee terminates	Paper	Financial Services Office
		No	tes:			
		Location I	nfo: 10th Floor Payroll Dept			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financia	al Services					
FIN05 - Payr	roll					
	FIN05-01 - Payrol	I Reports				
		11-FIN05-01-001	Annual Employee Leave Use/Balance Report	5 Years, Provided Audited	Electronic	Financial Services Office
		Note	s:			
		Location Inf	o: 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
		Note	S:			
		Location Inf	o: 10th Floor Payroll Dept			
		11-FIN05-01-003	OPERS Retirement Reports	Permanent	Paper	Financial Services Office
		Note	S:			
		Location Inf	o: 10th Floor Payroll Dept, then transferred to A	rchives		
		11-FIN05-01-004	Misc Payroll Reports to the Board	5 Years, Provided Audited	Paper	Financial Services Office
		Note				
		Location Inf	o: 10th Floor Payroll Dept			
		11-FIN05-01-005	Tax Withholding Reports	5 Years, Provided Audited	Paper	Financial Services Office
		Note				
		Location Inf	o: 10th Floor Payroll Dept			
		11-FIN05-01-006	Payroll Registers	5 Years, Provided Audited	Paper	Financial Services Office
		Note	S:			
		Location Inf	o: 10th Floor Payroll Department			

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13 - Deputy Direc DEP01 - Correspo D			Executive Correspondence Correspondence dealing with significant aspect Library; executive correspondence includes info matters, library policies, fiscal and personnel m Deputy Director's Office for 2 years, then trans Email Server(s)	ormation concerning legal natters, contracts, and property.	Paper Email	Deputy Director's Office
		Notes:	Correspondence dealing with significant aspect Library; executive correspondence includes info matters, library policies, fiscal and personnel m Deputy Director's Office for 2 years, then trans	ts of the administration of the ormation concerning legal natters, contracts, and property.	•	Deputy Director's Office
D	EP01-00 - N/A	Notes:	Correspondence dealing with significant aspect Library; executive correspondence includes info matters, library policies, fiscal and personnel m Deputy Director's Office for 2 years, then trans	ts of the administration of the ormation concerning legal natters, contracts, and property.	•	Deputy Director's Office
		Notes:	Correspondence dealing with significant aspect Library; executive correspondence includes info matters, library policies, fiscal and personnel m Deputy Director's Office for 2 years, then trans	ts of the administration of the ormation concerning legal natters, contracts, and property.	•	Deputy Director's Office
			Library; executive correspondence includes informatters, library policies, fiscal and personnel more than the peputy Director's Office for 2 years, then trans	ormation concerning legal natters, contracts, and property.	Email	
		Location Info:		fer to Archives.		
			Email Server(s)			
		13-DEP01-00-002	General Correspondence	Duration of Deputy Director's Term Plus 5 Years	Paper	Deputy Director's Office
		Notes:	Includes internal correspondence (letters, men various individuals, companies, and organization pertaining to the Library and other miscellaneous is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa	ons requesting information ous inquiries. This correspondence library policy, nor does it deal f the Library or matters	Email	
		Location Info:	Deputy Director's Office for 2 years, then trans	fer 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	Deputy Director's Office
		Notes:	Professional correspondence deals with signific service and in the library profession; material or retention will be evaluated for its potential use the field of library science.	considered for permanent	Email	
		Location Info:	Deputy Director's Office for 2 years, then trans	fer to Archives.		
			Email server(s)			
DEP02 - Capital P	Projects					
D	EP02-00 - 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 retain	ned by Financial Services.		
		Location Info:	Deputy Director's Office			

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Retentior	n Schedule		Printed: 11/14/2008 1:04:24 PM					
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office		
13 - Deputy D	irector'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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ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
5 - Human	Resources					
R01 - Empl	loyee Information					
	HR01-00 - N/A					
		15-HR01-00-001	Box Cards	Permanent	Paper	Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.	wsuit or a potential claim, all records oyee must be maintained for at least 90		
		Location Inf	o: HR Dept.			
		15-HR01-00-002	Directory Cards	Permanent	Paper	Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.			
		Location Inf	o: HR Dept.			
R02 - Hirin	g Information					
	HR02-00 - N/A					
		15-HR02-00-001	Application forms and letters	1 year from date of non-hire or 3 years after employment ends		Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.			
		Location Inf	o: HR Dept.			
		15-HR02-00-002	Resumes	1 year from date of non-hire or 3 years after employment ends		Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.			
		Location Inf	o: HR Dept.			
		15-HR02-00-003	Authorizations to hire	3 years	Paper	Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.			
		Location Inf	o: HR Dept.			
		15-HR02-00-004	Background investigation authorization	3 years after employment ends	Paper	Human Resources
		Note	es: If the Library has received notice of a la regarding the employee or former empl days after conclusion of the matter.			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human I	Resources					
IRO2 - Hiring	g 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			
			regarding the employee or former employee r days after conclusion of the matter.	nust be maintained for at least 90		
		Location Info				
		15-HR02-00-006	Verifications and references	3 years after employment ends	Paper	Human Resources
			: If the Library has received notice of a lawsuit			
			regarding the employee or former employee r			
			days after conclusion of the matter.			
		Location Info	: нк Dept.			
		15 11000 00 007		2	Daman	
		15-HR02-00-007	Form I-9, Employment Eligibility Verification	3 years after date of hire or 1 year after employment ends,	Paper	Human Resources
				whichever is later		
		Notes	: If the Library has received notice of a lawsuit regarding the employee or former employee r			
			days after conclusion of the matter.	nust be maintaineu for at least 90		
		Location Info	: HR Dept.			
		15-HR02-00-008	Declaration Regarding Material	3 years after employment ends	Paper	Human Resources
			Assistance/Nonassistance to a Terrorist Organization			
		Notes	-			
		Location Info				
		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.			
			·			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
5 - Human R	Resources					
R02 - Hiring	Information					
	HR02-00 - N/A					
		15-HR02-00-011	Page status	3 years after employment ends	Paper	Human Resources
		Not	es:			
		Location In	fo: HR Dept.			
		15-HR02-00-012	Copies of degrees and certifications	3 years after employment ends	Paper	Human Resources
		Not	es:			
		Location In	fo: HR Dept.			
		15-HR02-00-013	Office proficiency assessment and certification		Paper	Human Resources
		Not	test report	action that is the basis of test		
		Location In	fo: HR Dept.			
		15-HR02-00-014	Driving background check	3 years after employment ends	Paper	Human Resources
		Not		o yours arter employment enus	i upoi	Haman Resources
			fo: HR Dept.			
		15-HR02-00-015	Employment contracts and related	15 years after employment	Paper	Human Resources
			correspondence and documentation	ends	·	
		Not				
		Location In	fo: HR Dept			
R03 - Separ						
	HR03-00 - N/A					
		15-HR03-00-001	Staff resignation	3 years after employment ends	Paper	Human Resources
		Not				
		Location In	fo: HE Dept.			
R04 - Benef						
	HR04-00 - N/A				-	
		15-HR04-00-001	Benefits sign-off form	7 years after employment ends	Paper	Human Resources
		Not				
		Location In	fo: HR Dept.			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
5 - Human I						
R04 - Benet	fits					
	HR04-00 - N/A					
		15-HR04-00-002	Medicare Tax Payroll Deduction	7 years after employment ends	Paper	Human Resources
		Note				
		Location In	fo: HR Dept.			
		15-HR04-00-003	Hospitalization plan designations	7 years after employment ends	Paper	Human Resources
		Note				
		Location In	fo: HR Dept.			
		15-HR04-00-004	Dental coverage notification	7 years after employment ends	Paper	Human Resources
		Note	es:			
		Location In	fo: HR Dept.			
R05 - Payro	oll					
	HR05-00 - N/A					
		15-HR05-00-001	Authorization for City Income Tax: Payroll Deduction	7 years after employment ends	Paper	Human Resources
		Note	es:			
			es: fo: HR Dept.			
				7 years after employment ends	Paper	Human Resources
		Location In	fo: HR Dept. Payroll change orders	7 years after employment ends	Paper	Human Resources
		Location In 15-HR05-00-002 Note	fo: HR Dept. Payroll change orders	7 years after employment ends	Paper	Human Resources
		Location In 15-HR05-00-002 Note	fo: HR Dept. Payroll change orders es:	7 years after employment ends	Paper	Human Resources
		Location In 15-HR05-00-002 Note	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in	7 years after employment ends 3 years after employment ends		Human Resources Human Resources
		Location In 15-HR05-00-002 Note Location In 15-HR05-00-003	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out)			
		Location In 15-HR05-00-002 Note Location In 15-HR05-00-003	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out) es:			
		Location In 15-HR05-00-002 Note Location In 15-HR05-00-003	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out)			
		Location In 15-HR05-00-002 Note Location In 15-HR05-00-003 Note Location In	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out) es: fo: HR Dept.	3 years after employment ends	Paper	Human Resources
		Location In 15-HR05-00-002 Note Location In 15-HR05-00-003 Note Location In 15-HR05-00-004	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out) es: fo: HR Dept. Notices of salary increase		Paper	
		Location In 15-HR05-00-002 Note 15-HR05-00-003 Note Location In 15-HR05-00-004 Note	fo: HR Dept. Payroll change orders es: fo: HR Dept. Time allowances transfer documentation (in and out) es: fo: HR Dept. Notices of salary increase	3 years after employment ends	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
5 - Human R	esources					
R05 - Payrol	I					
	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.			
IRO6 - Attend	lance					
	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.			
IR07 - Emplo	yment 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:				
		Location mild.	in popt.			
		15-HR07-00-003	Appointments resignations to organization	3 years after employment ends	Paper	Human Resources
		Notes:		, , , , , , , , , , , , , , , , , , ,		
		Location Info:				
			н			

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Cotonom	Sub Cotonom	Deserved Contra		Detention Devied	Format	Doon Office
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Re						
HR07 - Employ						
	HR07-00 - N/A					
		15-HR07-00-004	Documents re work product, achievments	3 years after employment ends	Paper	Human Resources
		Notes	:			
		Location Info	: HR Dept.			
		15-HR07-00-005	Training seminars and certification	3 years after employment ends	Paper	Human Resources
		Notes				
		Location Info				
			1			
		15-HR07-00-006	Minority grant application and related material	3 years from date the annual	Paper	Human Resources
			which is grant application and rolated material	financial status report is	i upor	
				submitted		
		Notes				
		Location Info	: HR Dept.			
		15-HR07-00-007	Discipline	3 years after employment ends	Paper	Human Resources
		Notes	:			
		Location Info	: HR Dept.			
		15-HR07-00-008	Investigation files	90 days after conclusion of	Paper	Human Resources
				administrative or judicial action		
				or 3 years after employment ends, whichever is longer		
		Notes	:	-		
		Location Info	: HR Dept.			
HR08 - Medica	al		· · · · · · · · · · · · · · · · · · ·			
	HR08-00 - N/A					
		15-HR08-00-001	Return to Work Documentation	3 years after employment ends	Paper	Human Resources
				s years arter employment enus	i apei	Human Resources
		Notes:				
		Location Info	: нк рерг.			
					-	
		15-HR08-00-002	Medical Information	3 years after employment ends	Paper	Human Resources
		Notes				
		Location Info	: HR Dept.			

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Format	Resp. Office
	Human Resources
	numan Resources
ent ends Data	
	Human Resources
phire Paper	Human Resources
in-nire rapei	Human Resources
Paper	Human Resources
on-hire Paper	Human Resources
nent ends Paper	Human Resources
non-hire,	
Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human F	Resources					
HR10 - Staffi	ing					
	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 - Safet	У					
	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

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Re	esources	·				·
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:				
HR14 - Litigati	on					
	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 - Grieva	nce					
	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	5					
	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 p	part of Board Minutes.		
		Location Info:	HR Dept.			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human R	esources					
HR17 - Misce	llaneous					
	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.			
R18 - Huma	n Resources Office					
	HR19-00 - N/A					
		15-HR19-00-001	General Correspondence	3 years	Paper	Human Resources
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration pertaining to the powers and duties of the Bo	ons requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters	Email	
		Location Info:	Human Resources and Email Server(s)			

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15 - Human I	Resources					
HR18 - Huma	an 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 convey information of temporary importance.	documents which serve to		
		Location Info	: HR Dept			

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Catego	ry Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
6 - Pu	blic Relations					
R01 -	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 Library. Destroy duplicate copies when		Electronic	
			Annual reports are retained permanently l -01.	by Director's Office. See 10-DIR03-00		
		Location Info	: Paper format in responsible office for 2 ye	ears, then transfer to Archives.		
			Email server(s)			
			If electronic document is the sole format, until content management system is oper-			
		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	ı	
		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 a Library; executive correspondence include matters, library policies, fiscal and person	es information concerning legal	Email	

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Re	elations					
PR03 - Corres	spondence					
	PR03-00 - N/A					
		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, reta	ain electronic document locally		
			until content management system is operation			
		16-PR03-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boo Correspondence considered for permanent ref value to future researchers of the Library's his services and collections.	ions requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) tention will be evaluated for its	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, reta until content management system is operation			
PR04 - Emplo	yee 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 - Friend	ls 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	o Archives.		

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Retention Schedule		Printed: 11/14/2008 1:04:24 PM			
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. Upd Graphics, per contract.	ates done by Consolidated		
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 Notes:		5 Years	Paper	Public Relations
	Location Info:	Responsible office for 2 years, then transfer to	Archives.		

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Re	elations					
PR09 - Progra	ams					
	PR09-00 - N/A					
		1/ 000 00 000	Creatiel Dramon accordings		Video	Dublic Deletions
		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	:		Electronic	
			: Responsible office for 2 years, then transfer	to Archives		
		Location mile	. Responsible office for 2 years, then transfer			
		16-PR10-00-003	Contract Services	5 Years	Paper	Public Relations
		Notes		5 10015	Гарсі	
		Location Info	: PR office.			
		1/ 0010 00 004	Contract Decim Comises	5 Years	Dener	Public Relations
		16-PR10-00-004	Contract Design Services	5 rears	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 - Graph	nics					
	PR12-00 - N/A					
		16-PR12-00-001	Vendors	Permanent	Data	Public Relations
		Notes		. ormanom	Sata	. dono reciditorio
		NOLES	•			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office		
16 - Public R	16 - Public Relations							
PR12 - Grapl	hics							
	PR12-00 - N/A							
		Location Inf	o: Updated database in Graphics office (Manage	er's computer).				
		16-PR12-00-002	Requisitions	5 Years	Paper	Public Relations		
		Note	25:					
		Location Inf	o: In Graphics Department.					
		16-PR12-00-003	Artwork	5 Years	Electronic	Public Relations		
		Note	25:					
		Location Inf	o: On Graphics Department computers.					

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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. Superse	eded charts in Archives.		
PLN12 - Statis						
	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 Departments.	Main Library Subject		
		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
			Created in Excel; stored on Planning's Q: share	drive under Statistics/Annual.		
		Location mild.	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 Planning's Q: share drive under Monthly Activity			
		Location Info:	Archives as part of Board Minutes.			
PLN14 - Plann	ing & Research Office					
	PLN14-00 - N/A					
		19-PLN14-00-001	Executive Correspondence	Permanent	Paper	Planning & Research
		Notes:	 Correspondence dealing with significant aspects Library; executive correspondence includes informatters, library policies, fiscal and personnel m 	ormation concerning legal	Email	

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ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
- Planning	& Research					
N14 - Planr	ning & Research Office					
	PLN14-00 - N/A					
		Location Info:	Paper format in responsible office for 2 year	ars, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, a until content management system is opera			
		19-PLN14-00-002	General Correspondence	5 Years then Assess for Permanent Retention in	Paper	Planning & Research
				Archives		
		Notes:	Includes internal correspondence (letters, various individuals, companies, and organi pertaining to the Library and other miscella is informative (it does not attempt to influe with significant aspects of the administrati- pertaining to the powers and duties of the Correspondence considered for permanent value to future researchers of the Library's services and collections.	izations requesting information aneous inquiries. This correspondence ence library policy, nor does it deal on of the Library or matters Board of Library Trustees.) t retention will be evaluated for its	Email	
		Location Info:	Paper format in responsible office for 2 year	ars, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, a until content management system is opera			
		19-PLN14-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Planning & Research
		Notes:	Professional correspondence deals with sig service and in the library profession; mater retention will be evaluated for its potential the field of library science.	rial considered for permanent	Email	
		Location Info:	Paper format in responsible office for 2 years	ars, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, a until content management system is opera			
		19-PLN14-00-004	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper	Planning & Research

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
19 - Planning	& Research					
PLN14 - Plan	ning & Research Office					
	PLN14-00 - N/A					
		Notes:	Reports created by library staff concerning the the Library. Destroy duplicate copies when no	5 1	Electronic	
			Annual reports are retained permanently by Di -01	rector's Office. See 10-DIR03-00		
		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.					
		19-PLN14-00-005	Transient Documents	Retain until no longer of administrative value	Paper	Planning & Research
Notes:			Includes post-it-notes, drafts and other limited convey information of temporary importance.	documents which serve to	Electronic	
		Location Info:	Planning & Research offices			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings	s Services					
BS01 - Buildi	ngs Services Office					
	BS01-00 - N/A					
		21-BS01-00-001	Executive Correspondence	Permanent	Paper	Buildings Services Office
		Notes:	Correspondence dealing with significant aspec Library; executive correspondence includes inf matters, library policies, fiscal and personnel n	ormation concerning legal	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 until content management system is operation	5		
		21-BS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Buildings Services Office
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organization pertaining to the Library and other miscellaned is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent retu- value to future researchers of the Library's hist services and collections.	ons requesting information bus inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) ention will be evaluated for its	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 until content management system is operation			
		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 the Library. Destroy duplicate copies when no		Electronic	
			Annual reports are retained permanently by Di -01	irector's Office. See 10-DIR03-00		
		Location Info:	Paper format in responsible office for 2 years,	then transfer to Archives.		
			If electronic document is the sole format, retain until content management system is operation			
1						

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Retention Schedule		Printed: 11/14/2008 1:04:24 PM				
Category Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office	
21 - Buildings Services						
BS01 - Buildings Services Offic	e					
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 oth convey information of temporary imp		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 currentl	y 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 Departm schedule.	ent and Branches includes vacation			
	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 trac	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 VI individual vehicles.	N, registration and identifying numbers of			

Cleveland	Public Library
Retention	Schedule

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			FILITED. 11/14/2000 1.04.24 FM				
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office	
21 - Building	s Services						
BS04 - Work	Orders						
	BS04-00 - N/A						
		21-BS04-00-001	Work Order	2 Years	Paper	Buildings Services Office	
		Notes:	Work Order Form # 070, includes work order a	ind completion.			
		Location Info:	Building Services Office				
			-				
BS05 - Logs							
	BS05-00 - N/A						
		21-BS05-00-001	Complaint Log	Retain Current Fiscal Year and Previous Year	Video	Buildings Services Office	
		Notes:	Complaints are logged in and who is assigned t	to the work.			
			Building Services Office				
		21-BS05-00-002	Utility Consumption	5 Years	Paper	Buildings Services Office	
		Notes:	Utility Consumption Log for Main and Branches				
		Location Info:	Building Services Office				
		21-BS05-00-003	Car Maintenance Log	5 Years	Paper	Buildings Services Office	
		Notes:	Log is kept on vehicle maintenance.				
		Location Info:	Building Services Office				
		21-BS05-00-004	Key Distribution Log	Permanent	Paper	Buildings Services Office	
		Notes:	Log is kept on when locks are changed and wh	ich keys open what locks.			
		Location Info:	Building Services Office				
		21-BS05-00-005	Overtime Log	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office	
		Notes:	Log is kept on whether person wants to work of	overtime or not.			
		Location Info:	Building Services Office				
BS06 - Suppl	y Orders						
	BS06-00 - N/A						
		21-BS06-00-001	Supply Order	Retain Current Fiscal Year and	Electronic	Buildings Services Office	
		N .		Previous Year	Damag		
		Notes:	Requisition form copies of MUNIS form are kep requisitions are on file.	t. Old paper copies of	Paper		
			· ·				

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Building	s Services					
BS06 - Suppl	ly Orders					
	BS06-00 - N/A					
		Location I	nfo: Building Services Office			
BS07 - Inspe						
	BS07-00 - N/A					
		21-BS07-00-001	Branch Inspection Reports	5 Years	Paper	Buildings Services Office
		No	tes: The branch custodian keeps one copy of re	eport.		
		Location I	nfo: Building Services Office			
		21-BS07-00-002	Equipment Inspection Report	5 Years	Paper	Buildings Services Office
		No	tes:			
		Location I	nfo: Building Services Office			
		21-BS07-00-003	Air Handler Unit/ Branches Inspection	5 Years	Paper	Buildings Services Office
		No	tes:			
		Location I	nfo: Building Services Office			
BS08 - Fire P	Pump Tests					
	BS08-00 - N/A					
		21-BS08-00-001	Fire Suppression Weekly Inspection	2 Years	Paper	Buildings Services Office
		No	tes:			
		Location I	nfo: Building Services Office			

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ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
9 - Security	Services					
CO1 - Secu	rity Operations Office					
	SEC01-00 - N/A					
		29-SEC01-00-001	Executive Correspondence	Permanent	Paper	Security Services
		Notes:	Correspondence dealing with significant aspect Library; executive correspondence includes info matters, library policies, fiscal and personnel m	ormation concerning legal	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 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, mem various individuals, companies, and organization pertaining to the Library and other miscellaneous is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent refer value to future researchers of the Library's hist services and collections.	ons requesting information us inquiries. This correspondence library policy, nor does it deal f the Library or matters rd of Library Trustees.) ention will be evaluated for its	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 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 the Library. Destroy duplicate copies when no		Electronic	
			Annual reports are retained permanently by Dir -01	rector's Office. See 10-DIR03-00		
			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 until content management system is operational			

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

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

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office					
29 - Security	29 - Security Services										
SEC04 - Sche	dules										
	SEC04-00 - N/A										
		29-SEC04-00-002	Request for Days Off Form	Retain Current Fiscal Year and Previous Year	Paper	Security Services					
		Note	25:								
		Location Inf	o: Security Service Office								
		29-SEC04-00-003	Form for Sick Day	Retain Current Fiscal Year and Previous Year	Paper	Security Services					
		Note	PS:								
		Location Inf	o: Security Service Office								
SEC05 - Secu	rity Recordings										
	SEC05-00 - N/A										
		29-SEC05-00-001	Security Recordings	30 Days	Video	Security Services					
		Note	25:								
		Location Inf	o: Security Service Office								
			-								

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			Thinked: Th/Th/2000 1.01.2111			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
0 - Automa	tion Services					
SO2 - Integ	rated Library System					
	AS02-00 - N/A					
		30-AS02-00-001	Annual Statistical Report	3 Years	Electronic	Automation
		Notes	: Excel file			
			: Automation			
		30-AS02-00-002	Bibliographic records with no copies	Removed when last copy is	Data	Automation
				removed		
		Notes	::			
		Location Info	: Automation			
		30-AS02-00-003	Discarded item records with no bills	45 Days	Data	Automation
		Notes				
		Location Info	: Automation			
		30-AS02-00-004	Expired patron records with no bills	3 Years	Data	Automation
		Notes				
		Location Info	: Automation			
		30-AS02-00-005	Integrated Library System Documentation	Retain until superseded,	Electronic	Automation
				obsolete, or replaced		
		Notes				
		Location Info	: Automation			
		30-AS02-00-006	Integrated Library System Release Notes	Retain until no longer of administrative value	Electronic	Automation
		Notes				
			: Automation			
		2004.0.1 1110				
		30-AS02-00-007	Lost Bills, any amount	7 Years	Data	Automation
		Notes			2 010	
			·· ·: Automation			
		30-AS02-00-008	Missing item records with no bills	1 Year	Data	Automation
		Notes		i i Cai	Βαία	Automation
			: Automation			
		Location Info	. Automation			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
30 - Autom	ation Services					
AS02 - Inte	grated Library System					
	AS02-00 - N/A					
		30-AS02-00-009	Monthly statistical reports	3 Years	Electronic	Automation
		Not	es:			
		Location Ir	fo: Automation			
		30-AS02-00-010	Overdue bills, less than \$10.00	2 Years	Data	Automation
		Not	es:			
		Location Ir	fo: Automation			
		30-AS02-00-011	Uncataloged item records, not circulated	2 Years	Data	Automation
		Not	res:			
		Location Ir	fo: Automation			
ASO3 - Back	kup Tapes					
	AS03-00 - N/A					
		30-AS03-00-001	Staff work files on network drives	2 Weeks	Data	Automation
		Not	es:			
		Location Ir	nfo: Off site			
		30-AS03-00-002	Accounting system year end	1 Year	Data	Automation
		Not	es:			
		Location Ir	nfo: Off site			
		30-AS03-00-003	Integrated Library System	10 Days	Data	Automation
		Not	es:			
		Location Ir	nfo: Off site			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical	Services					
SO1 - Technic	cal Services Office					
	TS01-00 - N/A					
		41-TS01-00-001	Executive Correspondence	Permanent	Paper	Technical Services Office
		Notes:	Correspondence dealing with significant aspec Library; executive correspondence includes inf matters, library policies, fiscal and personnel r	formation concerning legal	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, retaretention period until content management sy			
		41-TS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Technical Services Offic
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent ret value to future researchers of the Library's his services and collections.	ons requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) rention will be evaluated for its	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, reta retention period until content management sy			
		41-TS01-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Technical Services Offic
		Notes:	Professional correspondence deals with signific service and in the library profession; material retention will be evaluated for its potential use the field of library science.	considered for permanent	Email	
		Location Info:	Technical Services Office for 2 years then tran	sfer to Archives	Electronic	
			Email server(s)			
			If electronic document is the sole format, reta until content management system is operation	5		

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Retention	Schedule

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	Provide to	Descend Title	Determine Deviced	E	
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 convey information of temporary importance.	documents which serve to	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 the Library. Destroy duplicate copies when no I		Electronic	
		Annual Reports are submitted to Director's Official -001.	ce and retained per 10-DIR03-00		
	Location Info:	Paper documents are kept in responsible office Archives.	for 2 years, then transferred to		
		If electronic document is the sole format, retain 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 emerge	gency 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:				
		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			

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Retention	Schedule		Printed: 11/14/2008 1:04:24 PM		
Category	Sub-Category	Record Code	Record Title	Retention Period	Format
41 - Technical	Services				
TS01 - Technic	al Services Office				
	TS01-00 - N/A				
	·		-		
		41-TS01-00-010	Lake Shore Meeting Calendar	Retain Current Fiscal Year and Previous Year	Paper
		Notes:			
		Location Info:	Collection Management Assistant's Desk		
TSO2 - Acquisi	tions				
	TS02-00 - N/A				

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 D -01.	irector's Office. See 10-DIR03-00	Paper	
		Reports submitted to the Technical Services A assessed for permanent retention. See 41-TS			
	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 lis preferences list.	sts and emergency closing	Paper	
	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.		Paper	
	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:			Paper	
	Location Info:	Manager's PC and/or manager's office			

Resp. Office

Collection Managment

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			111111eu. 11/14/2000 1.04.24 1 M			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical	Services					
TS02 - Acquisi	tions					
	TS02-00 - N/A					
		41-TS02-00-011	General Correspondence	5 Years then Assess for Permanent Retention in	Paper	Acquisitions
				Archives		
		Notes:	Includes internal correspondence (letters, memory various individuals, companies, and organization pertaining to the Library and other miscellaneou is informative (it does not attempt to influence le with significant aspects of the administration of pertaining to the powers and duties of the Boar Correspondence considered for permanent retervalue to future researchers of the Library's histor services and collections.	ns requesting information us inquiries. This correspondence library policy, nor does it deal the Library or matters d of Library Trustees.) ntion will be evaluated for its	Email	
		Location Info:	Paper format in responsible office for 2 years, the	hen transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operationa			
		41-TS02-00-012	Departmental Meeting Agendas, Notes,	Retain Current Fiscal Year and	Paper	Acquisitions
			Handouts, etc.	Previous Year	·	
		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 convey information of temporary importance.	documents which serve to	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 Dire -01.		Paper	
			Reports submitted to the Technical Services Adrassessed for permanent retention. See 41-TSO	ministrator are kept 5 years then 1-00-005.		

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ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
1 - Technica					ronnat	- Mesp. office
503 - Catalo						
	TS03-00 - N/A					
_	1303-00 - N/A	Location Info	Managaria DC and managaria office		_	_
		Location Into:	Manager's PC and manager's office			
		41-TS03-00-003	Lists/Directories	Datain until supercoded	Electronic	Catalog
		41-1303-00-003	LISTS/ DIFECTORIES	Retain until superseded, obsolete, or replaced	Electionic	Catalog
		Notes:	Includes staff telephone contact lists and eme	ergency 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	Electronic	Catalog
				Previous Year		
			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:				
			Manager's Office			
		41-TS03-00-010	Procedures, Guidelines, Instructions, etc. for	Retain until superseded,	Electronic	Catalog
			Agency or Administrative Area	obsolete, or replaced		3
		Notes:			Paper	
		Location Info:	Manager's PC and/or manager's office			
		41-TS03-00-011	General Correspondence	5 Years then Assess for Dermanent Detention in	Paper	Catalog
				Permanent Retention in Archives		
		Notes:	Includes internal correspondence (letters, mer		Email	
			various individuals, companies, and organizati			
			pertaining to the Library and other miscellane is informative (it does not attempt to influence		2	
			with significant aspects of the administration of			
			pertaining to the powers and duties of the Boa	ard of Library Trustees.)		
			Correspondence considered for permanent ret value to future researchers of the Library's his	tention will be evaluated for 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, reta	in electronic document locally		
			until content management system is operation			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	I Services					
TSO3 - Catalo	g					
	TS03-00 - N/A					
		41-TS03-00-012	Departmental Meeting Agendas, Notes	Retain Current Fiscal Year and	Dapor	Catalog
		41-1303-00-012	Departmental Meeting Agendas, Notes, Handouts, etc.	Previous Year	Paper	Catalog
		Notes:				
			Manager's Office			
		Location mild.				
		41-TS03-00-013	CLEVNET Cataloging Guidelines, Instructions,	Retain Current Fiscal Year and	Electronic	Catalog
			etc.	Previous Year		
		Notes:				
		Location Info:	Manager's PC			
		41-TS03-00-014	CLEVNET Reports, Requests, etc.	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		Notes:				
		Location Info:	Manager's PC			
			5			
		41-TS03-00-015	Cataloging Specifications for Vendors	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		Notes:				
		Location Info:	Manager's PC			
			5			
		41-TS03-00-016	Statistics of Work Performed	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
		Notes:				
			Manager's PC			
		Location mile.				
		41-TS03-00-017	Transient Documents	Retain until no longer of administrative value	Paper	Catalog
		Notes:	Includes post-it-notes, drafts and other limited convey information of temporary importance.		Electronic	
		Location Info	Manager's office			
TS04 - Book I	Prep		·			
	TS04-00 - N/A					
		41-TS04-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica						
TSO4 - Book F	Prep					
	TS04-00 - N/A					
		Notes:	Annual reports are retained permanently by -01.	y Director's Office. See 10-DIR03-00	Paper	
			Reports submitted to the Technical Service assessed for permanent retention. See 41		1	
		Location Info:	Manager's PC and/or manager's office			
		41-TS04-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Book Preparation
		Notes:	Includes staff telephone contact lists and e	emergency closing preferences lists.	Paper	
		Location Info:	Manager's PC and/or manager's office			
		41-TS04-00-005	Commercial Binding Statistics	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		Notes:				
		Location Info:	Manager's PC			
		41-TS04-00-006	Materials Processed Statistics	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		Notes:				
		Location Info:	Manager's PC			
		41-TS04-00-007	Processing Supplies Inventory	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		Notes:				
		Location Info:	Manager's PC			
		41-TS04-00-008	Processing Statistical Data	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		Notes:				
		Location Info:	Manager's PC			
		41-TS04-00-010	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		Notes:	Includes work and vacation schedules.		Paper	
		Location Info:	Manager's PC and/or manager's office			

Cleveland	Public Library
Retention	Schedule

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0		Present Ocale	Descend 701	Detection Deviced	Farmerat	
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
1 - Technica						
SO4 - 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	:		Paper	
		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, mer various individuals, companies, and organizati pertaining to the Library and other miscellaned is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent ret value to future researchers of the Library's his services and collections.	ons requesting information bus inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) ention will be evaluated for its	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, reta until content management system is operation			
		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 convey information of temporary importance.	documents which serve to	Electronic	

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ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
1 - Technica					li offici	
	tion Management					
	TS05-00 - N/A					
		41-TS05-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Collection Managment
		Notes	: Annual reports are retained permanently by D -01.	virector's Office. See 10-DIR03-00	Paper	
			Reports submitted to the Technical Services A assessed for permanent retention. See 41-TS			
		Location Info	: Manager's PC and/or manager's office			
		41-TS05-00-004	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Collection Managment
		Notes	: Includes staff telephone contact lists and eme	ergency 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 Managment
		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 Managment
		Notes	: Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Bo Correspondence considered for permanent ref value to future researchers of the Library's his services and collections.	ions requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) tention will be evaluated for its	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, reta until content management system is operation			
		41-TS05-00-009	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Collection Managment
		Notes	:			

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			THILEG: 11/14/2000 1:04:241			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	al Services					
SO5 - Collec	ction 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 Managment
		No	otes: Includes post-it-notes, drafts and othe convey information of temporary impo	r limited documents which serve to	Electronic	
		Location	Info: Manager's office			
		Loodiion				
S06 - High I	Demand					
	TS06-00 - N/A					
		41-TS06-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
		Να	otes: Annual reports are retained permanen -01.	tly by Director's Office. See 10-DIR03-00	Paper	
			Reports submitted to the Technical Ser assessed for permanent retention. Ser	vices Administrator are kept 5 years then e 41-TS01-00-005.	I	
		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
		No	otes:			
		Location	Info: Manager's PC			
		41-TS06-00-004	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	High Demand
		No	otes: Includes staff telephone contact lists a	nd 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
		No	otes:			
		Location	Info: Manager's PC			
		41-TS06-00-007	Staff Schedules	Retain Current Fiscal Year and	Electronic	High Demand
				Previous Year		

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	Il Schedule		Printed: 11/14/2008 1:04:24 PM			
ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
1 - Technica	I Services					
S06 - High E	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	High Demand
		Notes:			Paper	
		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	High Demand
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Box Correspondence considered for permanent ref value to future researchers of the Library's his services and collections.	ons requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) tention will be evaluated for its	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, reta until content management system is operation	5		
		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	High Demand
		Notes:	Includes post-it-notes, drafts and other limited convey information of temporary importance.	d documents which serve to	Electronic	

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	in Schedule		Phinted: 11/14/2008 1:04:24 PM			
ategory	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
1 - Technica	al Services					
S06 - High I	Demand					
	TS06-00 - N/A					
		Location I	nfo: Manager's office			
SO7 - Prese	rvation					
	TS07-00 - N/A					
		41-TS07-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic	Preservation
		No	tes: Annual reports are retained permanently by D -01.	irector's Office. See 10-DIR03-00	Paper	
			Reports submitted to the Technical Services A assessed for permanent retention. See 41-TS		1	
		Location I	nfo: Manager's PC and/or manager's office			
		41-TS07-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic	Preservation
		No	tes: Includes staff telephone contact lists and eme		Paper	
		Location I	nfo: Manager's PC and/or manager's office			
		41-TS07-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic	Preservation
		No	tes: Includes work and vacation schedules.		Paper	
		Location I	nfo: Manager's PC and/or manager's office			
		41-TS07-00-007	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		No	tes:			
		Location I	nfo: Manager's Office			
		41-TS07-00-009	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic	Preservation
		No	tes:		Paper	
		Location I	nfo: Manager's PC			
		41-TS07-00-010	General Correspondence	5 Years then Assess for	Paper	Preservation
				Permanent Retention in Archives	. sps.	

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Retentio			Phinted: 11/14/2008 1:04:24 PM			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	al Services					
S07 - Prese	rvation					
	TS07-00 - N/A					
			: Includes internal correspondence (letters, me various individuals, companies, and organizat pertaining to the Library and other miscelland is informative (it does not attempt to influence with significant aspects of the administration pertaining to the powers and duties of the Bo Correspondence considered for permanent re value to future researchers of the Library's his services and collections.	tions requesting information eous inquiries. This correspondence the library policy, nor does it deal of the Library or matters bard of Library Trustees.) tention will be evaluated for its story and the development of its	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, ret until content management system is operatic			
		41-TS07-00-011	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		Notes	:			
		Location Info	: Manager's Office			
		41-TS07-00-012	Conservation Reports, Photos, & Correspondence from Vendors	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		Notes	:			
		Location Info	: Manager's Office			
		41-TS07-00-013	Art Works Database	Permanent	Data	Preservation
		Notes	:			
		Location Info	: Manager's PC			
		41-TS07-00-014	Art Inventory Card File	Permanent	Paper	Preservation
		Notes				
		Location Info	: Manager's Office			
		41-TS07-00-015	Microfilming Reports, Records, Descriptions, etc.	5 Years	Paper	Preservation
		Notes	:			
		Location Info	: Manager's Office			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	al Services					
TS07 - Prese	rvation					
	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 convey information of temporary importance.	documents which serve to	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 Dir -01. 	rector's Office. See 10-DIR03-00	Paper	
			Reports submitted to the Technical Services Ad assessed for permanent retention. See 41-TS0			
		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 emer	gency closing preferences lists.	Paper	
		Location Info	: Manager's PC and/or manager's office			
		41-TS08-00-005	Shipping LogIncoming Commercial Shipments	Retain Current Fiscal Year and Previous Year	Data	Lakeshore Shipping/Shelf
		Notes	::			
		Location Info	: Shipping PC			
		41-TS08-00-006	Shipping LogOutgoing 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				
		10105				

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	I 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	Lakeshore Shipping/Shelf
		Notes	: Includes work and vacation schedules.		Paper	
		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	Lakeshore Shipping/Shelf
		Notes	:		Paper	
		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

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technica	al Services	· ·				
TS08 - Shelf	/Shipping					
	TS08-00 - N/A					
		Nc	tes: Includes internal correspondence (letters various individuals, companies, and orga pertaining to the Library and other misce is informative (it does not attempt to infl with significant aspects of the administra pertaining to the powers and duties of th Correspondence considered for permane value to future researchers of the Library services and collections.	nizations requesting information ellaneous inquiries. This correspondence luence library policy, nor does it deal ation of the Library or matters ne Board of Library Trustees.) ent retention will be evaluated for its	Email	
		Location I	nfo: Paper format in responsible office for 2 y	years, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format until content management system is ope			
		41-TS08-00-018	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Lakeshore Shipping/Shelf
		No	otes:			
		Location I	nfo: Manager's Office			
		41-TS08-00-019	Transient Documents	Retain until no longer of administrative value	Paper	Lakeshore Shipping/Shelf
		Nc	tes: Includes post-it-notes, drafts and other l convey information of temporary importa		Electronic	
		Location I	nfo: Manager's office			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches	& Outreach Services					
BOS01 - Bran	ches & Outreach Office					
	BOS01-00 - N/A					
		70-BOS01-00-001	Executive Correspondence	Permanent	Paper	Branch/Outreach Office
		Notes:	Correspondence dealing with significant aspec Library; executive correspondence includes inf matters, library policies, fiscal and personnel n	ormation concerning legal	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 until content management system is operation			
		70-BOS01-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch/Outreach Office
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellaned is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent ret value to future researchers of the Library's his services and collections.	ons requesting information bus inquiries. This correspondence e library policy, nor does it deal of the Library or matters and of Library Trustees.) ention will be evaluated for its	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 until content management system is operation			
		70-BOS01-00-005	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch/Outreach Office
		Notes:	Professional correspondence deals with signific service and in the library profession; material retention will be evaluated for its potential use the field of library science.	considered for permanent	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 until content management system is operation			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches	& Outreach Services					
BOS01 - Brand	ches & 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 the Library. Destroy duplicate copies when no le		Electronic	
			Annual reports are retained permanently by Dir -01	rector's Office. See 10-DIR03-00		
		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 convey information of temporary importance.	documents which serve to	Electronic	
		Location Info:	Branches & Outreach Services Office			
BOS02 - Brand	:hes					
	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 da library offices for aggregated reports.	ta that are submitted to other		
		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			
			Circulation Desk			
		70-BOS02-00-004	Staff Newsletters	Retain Current Fiscal Year and Previous Year	Paper	Branch
		Notes:				
			Circulation Desk			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches	& Outreach Services					
BOS02 - Bran	ches					
	BOS02-00 - N/A					
		70-BOS02-00-005	Schedules	Retain Current Fiscal Year and Previous Year	Paper	Branch
		Notes	Staff Schedules, Quarterly Vacation Schedules,			
			Manager's Files	Main Library Sunday Schedules		
		Location mild.	Manager 5 mes			
		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 Dir -01.	rector's Office. See 10-DIR03-00	Electronic	
			Reports submitted to the agency's Administrat assessed for permanent retention. See 70-BOS	or are kept 5 years then S01-00-007.		
		Location Info:	Manager's PC and/or files			
		70-BOS02-00-008	Requisitons	Retain Current Fiscal Year and Previous Year	Paper	Branch
		Notes:	Branch Requisiton Orders, Completed Work Ord	ders, 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			
			Manager's files			
			.			
		70-BOS02-00-011	Branch History Documents (copies)	Permanent	Paper	Branch
		Notes:	Copies of documents kept permanently in Arch destroyed until checked against holdings in Arc			
		Location Info:	Branch; may be transferred to Archives if space	e constraints are an issue.		
		70-BOS02-00-012	Contracted Security Guard Logs	Retain Current Fiscal Year and Previous Year	Paper	Branch

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branche	es & Outreach Services					
BOS02 - Bra	nches					
	BOS02-00 - N/A					
		Notes	s: Information is sent to security firm under con	tract with Library		
		Location Info	o: Manager's Files			
		70-BOS02-00-013	Budget Requests	5 Years	Paper	Branch
		Note				
		Location Info	b: Manager's Files			
		70-BOS02-00-014	Reports concerning branch operations that	Retain until no longer of	Paper	Branch
		70-00302-00-014	originate in other library agencies	administrative value	Тарег	Dranch
		Note	s: Example: Monthly Activity Report prepared by Responsibility for retention of original report r			
		Location Info	b: Branch Manager's Files			
		70-BOS02-00-015	Transient Documents	Retain until no longer of administrative value	Paper	Branch
		Notes	s: Includes post-it-notes, drafts and other limite convey information of temporary importance		Electronic	
		Location Info	b: Branch			
		70-BOS02-00-016	Photograph Release Forms	Permanent	Paper	Branch
		Notes	s: Photographs that may be used in Annual Rep	ort and other library publications		
		Location Info	b: Manager's Files for 2 years, then transfer to A	urchives		
		70-BOS02-00-017	Staff Evaluations (copies)	Retain until no longer of administrative value	Paper	Branch
		Notes	S:			
		Location Info	o: Branch Manager's Files			
		70-BOS02-00-018	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Branch

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	IT SCHEUUIC		PHILEU: 11/14/2008 1:04:24 PM			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
0 - Branche	s & Outreach Services					
OSO2 - Brar	nches					
	BOS02-00 - N/A					
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellane is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent ret value to future researchers of the Library's his services and collections.	ions requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) tention will be evaluated for its	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, reta until content management system is operation			
OSO3 - Mob	ile 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 stops.	I is used for keeping statistics on		
		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			
						Mabile Convises
		70-BOS03-00-004	Service Schedules & Statistics	5 Years then Assess for Permanent Retention in Archives	Electronic	Mobile Services
		70-BOS03-00-004 Notes:		Permanent Retention in	Electronic Paper	MODILE SELVICES

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			11111ted: 11/14/2000 1:04:24 1 M			
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches	& Outreach Services					
BOS03 - Mobi	le 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 convey information of temporary importance.	documents which serve to	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, mem various individuals, companies, and organization pertaining to the Library and other miscellaneou is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boar Correspondence considered for permanent rete value to future researchers of the Library's histor services and collections.	ns requesting information us inquiries. This correspondence library policy, nor does it deal the Library or matters d of Library Trustees.) ntion will be evaluated for its	Email	
		Location Info:	Paper format in responsible office for 2 years, t Email server(s)	hen transfer to Archives.	Electronic	
			If electronic document is the sole format, retain 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 Dir -01	ector's Office. See 10-DIR03-00	Electronic	
			Reports submitted to the agency's Administrate assessed for permanent retention. See 70-BOS			
			Other reports may be detailed under 70-BOS03			
		Location Info:	Paper format in responsible office for 2 years, t			
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operational			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches	& Outreach Services					
SOSO4 - Youth	n 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 Wint	er 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 convey information of temporary importance.	documents which serve to	Electronic	
		Location Info:	Youth Services			
		70-BOS04-00-003	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
		Notes:	Annual reports are retained permanently by Dir -01	rector's Office. See 10-DIR03-00	Electronic	
			Reports submitted to the agency's Administrat assessed for permanent retention. See 70-BOS			
		Location Info:	Head of Youth Services Office			
		70-BOS04-00-004	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Youth Services
		Notes:	Includes internal correspondence (letters, mem various individuals, companies, and organizatio pertaining to the Library and other miscellaneo is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boar Correspondence considered for permanent rete value to future researchers of the Library's hist services and collections.	ons requesting information us inquiries. This correspondence library policy, nor does it deal f the Library or matters rd of Library Trustees.) ention will be evaluated for its	Email	
		Location Info:	Paper format in responsible office for 2 years, t	then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operationa			
		70-BOS04-00-005	Inventory Records	Retain Current Fiscal Year and Previous Year	Paper	Youth Services

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
	s & Outreach Services	; ;				
BOS04 - You	th Services					
	BOS04-00 - N/A					
		Notes:	Does inventory once a year.			
			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			
OSO5 - Libr	ary for the Blind and F	Physically handicapped				
	BOS05-00 - N/A					
		70-BOS05-00-001	Reading History of Individual Patron	Permanent	Data	Library for the Blind and
						Physically handicapped
			Keystone is the provider server			
		Location Info:	LBPH			
		70 00005 00 000	Challed and Challer	Datain Ormant Fired Mean and	Data	Liberry for the Direct and
		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; Fed	deral site		
		Location Info:	LBPH			
		70-BOS05-00-003	Quarterly Budget	Retain Current Fiscal Year and	Electronic	Library for the Blind and
				Previous Year	_	Physically handicapped
			LBPH keeps paper copy		Paper	
		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:				
		70-BOS05-00-005	Evaluation Form for Standards	5 Years	Paper	Library for the Blind and
						Physically handicapped
			Consultant from National Library Service, Fede	eral		
		Location Info:	LBPH			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
	& Outreach Services					
BOS05 - Libra	ry for the Blind and Ph BOS05-00 - N/A	nysically handicapped				
	B0303-00 - N/A	70-BOS05-00-006	General Correspndence	5 Years then Assess for Permanent Retention in Archives	Paper	Library for the Blind and Physically handicapped
		Notes:	Includes internal correspondence (letters, mer various individuals, companies, and organizati pertaining to the Library and other miscellaned is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boa Correspondence considered for permanent ret value to future researchers of the Library's his services and collections.	ons requesting information ous inquiries. This correspondence e library policy, nor does it deal of the Library or matters ard of Library Trustees.) tention will be evaluated for its	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, reta until content management system is operation			
		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 for the State.	on goes into the budget prepared		
		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: Location Info:	Excel spreadsheet for State of Ohio informatio	n.		

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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 F	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	s: Information needed for State of Ohio			
	Location Info	D: LBPH			
				-	
	70-BOS05-00-012	Instructions for Recorded Magazines	Retain until superseded, obsolete, or replaced	Paper	Library for the Blind and Physically handicapped
	Notes	s: Paper and electronic documents for recorded	magazines.		
	Location Info	D: 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	s: Information for budget for State of Ohio			
	Location Info	D: LBPH			
	70-BOS05-00-014	X-SS Inventory	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
	Notes	s: Available materials information for National Li	brary Service.		
	Location Info	d: 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 C -01 	Director's Office. See 10-DIR03-00	Electronic	
		Reports submitted to the agency's Administra assessed for permanent retention. See 70-BC	ator are kept 5 years then		
	Location Info	b: LBPH manager's PC and/or files			
		<u> </u>			
	70-BOS05-00-016	Time Cards	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
	Notes	S:			
	Location Info	b: 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	s: Information for budget.			

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Retentio	n Schedule		Printed: 11/14/2008 1:04:24 PM					
Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office		
70 - Branche	70 - Branches & Outreach Services							
BOS05 - Libr	ary for the Blind and Phy	sically handicapped						
	BOS05-00 - N/A							
Location Info: LBPH								

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
0 - Main Libr					- ormat	
	library Office					
	ML01-00 - N/A					
		90-ML01-00-001	Pull List Statistics	Retain Current Fiscal Year and	Paper	Main Library Office
				Previous Year	i upoi	
		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 the Library. Destroy duplicate copies when no le		Electronic	
			Annual reports are retained permanently by Dir -01.	rector's Office. See 10-DIR03-00		
		Location Info:	Paper format in Main Library Office for 2 years,	then transferred to Archives.		
			If electronic document is the sole format, retain 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 convey information of temporary importance.	documents which serve to	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 Library; executive correspondence includes info matters, library policies, fiscal and personnel m	prmation concerning legal	Email	

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Libr	ary					
ML01 - Main L	ibrary Office					
	ML01-00 - N/A					
		Location Info:	Paper format in Main Library Office for 2 years,	, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operational	5		
		90-ML01-00-007	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
		Notes:	Includes internal correspondence (letters, mem various individuals, companies, and organizatio pertaining to the Library and other miscellaneo is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boal Correspondence considered for permanent rete value to future researchers of the Library's hist services and collections.	ons requesting information us inquiries. This correspondence library policy, nor does it deal f the Library or matters rd of Library Trustees.) ention will be evaluated for its	Email	
		Location Info:	Paper format in Main Library Office for 2 years, Email server(s)	, then transfer to Archives.	Electronic	
			If electronic document is the sole format, retain until content management system is operationa	<u> </u>		
		90-ML01-00-008	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
		Notes:	Professional correspondence deals with signific service and in the library profession; material c retention will be evaluated for its potential used the field of library science.	considered for permanent	Email	
		Location Info:	Paper format in Main Library Office for 2 years,	, then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operational	5		

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Libr	ary					
ML02 - Subje	ct 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 Dir -01.	rector's Office. See 10-DIR03-00	Electronic	
			Reports submitted to the Main Library Administ assessed for permanent retention. See 90-MLC			
		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 Collect Examples: Gov. Doc. for Mail Statistics, Electron Product Check-In; Sci.Tech. for Standards; For Maintenance; Gen. Ref. for Periodical Tracking; Departments also keep Pull List Statistics.	nic for CD, CD-ROMs, PTDL eign Lit.for Collection		
		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, mem various individuals, companies, and organizatio pertaining to the Library and other miscellaneo is informative (it does not attempt to influence with significant aspects of the administration of pertaining to the powers and duties of the Boar Correspondence considered for permanent retervalue to future researchers of the Library's hist services and collections.	ons requesting information ous inquiries. This correspondence library policy, nor does it deal f the Library or matters rd of Library Trustees.) ention will be evaluated for its	Email	
		Location Info:	Paper format in responsible office for 2 years, t	then transfer to Archives.	Electronic	
			Email server(s)			
			If electronic document is the sole format, retain until content management system is operational			

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Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
orary					
ect 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 A	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 equi	ipment 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 vide	eo 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. W	hite 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 transfe	r to Archives.		
		Committee Minutee	5 Years then Assess for	Paper	Subject Departments
	90-ML02-00-013	Committee Minutes	Permanent Retention in Archives		
		 Subject Department staff as members of co and keep them for various periods of time. Examples: SC/FA Schweinfurth Committee, 	Permanent Retention in Archives ommittees retain meeting minutes		2 1
	Sub-Category prary ect Departments ML02-00 - N/A	Prary Port Departments ML02-00 - N/A 90-ML02-00-007 Notes Location Info 90-ML02-00-008 Notes Location Info 90-ML02-00-009 Notes Location Info 90-ML02-00-010 Notes Location Info 90-ML02-00-011 Notes Location Info 90-ML02-00-011 Notes Location Info 90-ML02-00-011 Notes Location Info 90-ML02-00-011 Notes Location Info	Porary Set Departments ML02-00 - N/A 90-ML02-00-007 Daily Logs Notes: Subject Departments keep various kinds of Location Info: Subject Department 90-ML02-00-008 90-ML02-00-008 Patron Request/Hold For Materials Notes: Form # 315 Request by patron, special to / Location Info: Audio-Video Department 90-ML02-00-009 Request for A-V Technician/Equipment Notes: Porm # 204, Request for technician or equil Location Info: Audio-Video Department 90-ML02-00-010 Quotes for Video Work Notes: 90-ML02-00-010 Quotes for Video Work Notes: Audio-Video Department 90-ML02-00-011 Special Collections Registration Sheets Notes: Reserchers are signed in for the John G. W Location Info: Fine Ats/Special Collections, John G. White 90-ML02-00-012 Permission to Use Material to Publish Notes: Notes:	Paragy pect Departments ML02-00 - N/A 90-ML02-00-007 Daily Logs 5 Years then Assess for Permanent Retention in Archives 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 Notes: 90-ML02-00-009 Request for A-V Techniclan/Equipment Retain until no longer of administrative value Notes: 90-ML02-00-009 Request for A-V Techniclan/Equipment Retain until no longer of administrative value Notes: 90-ML02-00-009 Request for A-V Techniclan/Equipment Retain until no longer of administrative value Notes: 90-ML02-00-010 Quotes for Video Work Retain until no longer of administrative value Notes: 90-ML02-00-010 Quotes for Video Work Retain until no longer of administrative value Notes: 90-ML02-00-011 Special Collections Registration Sheets Permanent Notes: 90-ML02-00-011 Special Collections, 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	Paraty Paraty Pet Departments 90-ML02-00-007 Daily Logs 5 Years then Assess for Permanent Retention in Archives Paper Notes: Subject Departments keep various kinds of logs. Location Info: Subject Department Paper 90-ML02-00-008 Patron Request/Hold For Materials Retain until no longer of administrative value Paper 90-ML02-00-009 Request for A-V Technician/Equipment Retain until no longer of administrative value Paper 90-ML02-00-009 Request for A-V Technician/Equipment Retain until no longer of administrative value Paper 90-ML02-00-009 Request for A-V Technician/Equipment Retain until no longer of administrative value Paper 90-ML02-00-010 Quotes for Video Department Paper Paper 90-ML02-00-010 Quotes for Video Work Retain until no longer of administrative value Paper 90-ML02-00-010 Quotes for Video Work Retain until no longer of administrative value Paper 90-ML02-00-010 Special Collections Registration Sheets Permanent Paper 90-ML02-00-011 Special Collections Registration Sheets Permanent Paper 90-ML02-00-011 Special Collections, John G. While Room.

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Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
ary					
ct Departments					
ML02-00 - N/A					
	90-ML02-00-014	Cash Register Report	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
	Notes:	PAL has 800, 810 and 880 tape.			
	Location Info:	Public Administration Library			
	90-ML02-00-015	Sign-In for Computer	Retain until no longer of administrative value	Paper	Subject Departments
	Notes:	PAL does not have an automated computer r	management system		
	Location Info:	Public Adminstration Library			
	90-ML02-00-016	Copy Machine Receipt	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
	Notes:				
	Location Info:	Public Administration Library			
	90-ML02-00-017	Permissions re: Digital Media	Permanent	Paper	Main Library Office
	Notes:	Includes permissions to podcast, stream vide	eo, etc.		
	Location Info:	Main Library Office for 2 years then transfer	to Archives.		
graph Collection					
ML03-00 - N/A					
	90-ML03-00-001	Requistion for Photoduplication	5 Years	Paper	Photograph Collection
				. [5 - 5 - F
	Loodion mio.	Theregraph conserver			
	90-ML03-00-002	Permission to Reproduce Photograph for Personal Research	5 Years	Paper	Photograph Collection
	Notes:	Form # 382 Request for Reproductions/Appli Recommended retention period is 5 years for made between use for personal research and			
		Dhotomenth Collection			
	Location Info:	Photograph Collection			
	Location Info: 90-ML03-00-003	Patron Request	Retain Current Fiscal Year and	Paper	Photograph Collection
	graph Collection	ML02-00 - N/A 90-ML02-00-014 Notes: Location Info: 90-ML02-00-015 Notes: Location Info: 90-ML02-00-016 Notes: Location Info: 90-ML02-00-017 Notes: Location Info: graph Collection ML03-00 - N/A 90-ML03-00-001 Notes: Location Info:	ML02-00 - N/A 90-ML02-00-014 Cash Register Report Notes: PAL has 800, 810 and 880 tape. Location Info: Public Administration Library 90-ML02-00-015 Sign-In for Computer Notes: PAL does not have an automated computer Location Info: Public Administration Library 90-ML02-00-016 Copy Machine Receipt Notes: Location Info: 90-ML02-00-016 Copy Machine Receipt Notes: Location Info: P0-ML02-00-017 Permissions re: Digital Media Notes: Includes permissions to podcast, stream vide Location Info: Main Library Office for 2 years then transfer graph Collection Notes: ML03-00 - N/A 90-ML03-00-001 Requisition for Photoduplication Notes: Location Info: Photograph Collection Notes: Copies in Photograph Collection Notes: Poories in Photograph Collection Location Info: Photograph Collection Notes: Copies in Photograph Collection Location Info: Photograph Collection Location Info: Photograph Colle	ML02-00 - N/A Retain Current Fiscal Year and Previous Year 90-ML02-00-014 Cash Register Report Retain Current Fiscal Year and Previous Year Notes: PAL has 800, 810 and 880 tape. Location Info: Public Administration Library 90-ML02-00-015 Sign-In for Computer Retain until no longer of administrative value Notes: PAL does not have an automated computer management system Location Info: Public Administration Library 90-ML02-00-016 Copy Machine Receipt Retain Current Fiscal Year and Previous Year Notes: Location Info: Public Administration Library 90-ML02-00-016 Copy Machine Receipt Retain Current Fiscal Year and Previous Year Notes: Location Info: Public Administration Library 90-ML02-00-017 Permissions re: Digital Media Permanent Notes: Includes permissions to podcast, stream video, etc. Location Info: ML03-00-01 Main Library Office for 2 years then transfer to Archives. graph Collection Notes: Copies in Photograph Collection 5 Years Notes: Copies in Photograph Collection 5 Years Notes: Photograph Collection 5 Years	ML02-00 - N/A Retain Current Fiscal Year and Paper Previous Year Paper Previous Year 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 Paper Administrative value Paper Administration Library 90-ML02-00-015 Sign-In for Computer Retain until no longer of administrative value Paper Description Notes: PAL does not have an automated computer management system Location Info: Public Administration Library Retain Current Fiscal Year and Previous Year Paper Notes: Location Info: Public Administration Library 90-ML02-00-016 Copy Machine Receipt Notes: Location Info: Public Administration Library Retain Current Fiscal Year and Previous Year Paper Previous Year 90-ML02-00-017 Permissions re: Digital Media Permanent Paper Notes: Includes permissions to podcast, stream video, etc. Location Info: Main Library Office for 2 years then transfer to Archives. Paper Notes: Copies in Photograph Collection ML03-00 - N/A 90-ML03-00-001 Requisition for Photoduplication S Years Paper Paper 90-ML03-00-001 Requisition for Photoduplication Location Info: Photograph Collection 5 Years Paper 90-ML03-00-001 Requisition for Photoduplication Collection 5 Years Paper

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Libr	ary					
ML03 - Photog	graph Collection					
	ML03-00 - N/A					
		Notes:	Monthly/Yearly Compilation			
		Location Info:	Photograph Collection			
		90-ML03-00-004	Activity Report	Retain Current Fiscal Year and Previous Year	Paper	Photograph Collection
		Notes:	Paper and electronic copies			
		Location Info:	Photograph Collection			
		90-ML03-00-005	Application for Permission to Publish	Permanent	Paper	Photograph Collection
		Notes:	Form #382 Request for Reproductions/Applicat Recommended retention period is permanent. for personal research and use for publishing.	ion for Permission to Publish. Distinction made between use		
		Location Info:	Responsible office for 2 years, then transfer to	Archives.		
ML04 - Lendir	ıg					
	ML04-00 - N/A					
		90-ML04-00-001	Library Card Applications	Retain until no longer of administrative value	Paper	Lending
		Notes:				
		Location Info:	Lending			
		90-ML04-00-003	Change/Correction of Borrower Database	Retain until no longer of administrative value	Paper	Lending
		Notes:			Email	
		Location Info:	Lending			
		90-ML04-00-004	Drive-up Window Log	Retain Current Fiscal Year and Previous Year	Paper	Lending
		Notes:	Log of drop-off materials.			
		Location Info:	Lending			
		90-ML04-00-005	Cash Register Tapes	5 Years	Paper	Lending
			Deposit slips copies; sent to Financial Services.		-	-
		Location Info:				
			-			
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Retention Schedule		Printed: 11/14/2008 1:04:24 PI	Ν		
Category Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
0 - Main Library		· ·	i de la companya de l		· ·
/ILO4 - Lending					
ML04-00 - N/A					
	90-ML04-00-006	Safe Log Sheet	Retain Current Fiscal Year and Previous Year	Paper	Lending
	No	tes: Count of safe money.			
	Location I	nfo: Lending			
	90-ML04-00-007	NSF Documentation	5 Years or Until Paid	Paper	Lending
	No	tes: Declined credit card transactions and b whichever is shorter.	ounced checks kept 5 years or until paid,		
	Location I	nfo: Lending			
/IL05 - Homebound Services					
ML05-00 - N/A					
	90-ML05-00-001	Homebound Services Request	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
	No	otes: Form #485			
	Location I	nfo: Homebound Services			
	90-ML05-00-002	Enrollment	5 Years	Paper	Homebound Services
	No	otes: New Homebound Patrons			
	Location I	nfo: Homebound Services			
	90-ML05-00-003	Cost by Week	5 Years	Paper	Homebound Services
	No	otes: Logged into book for the Judd Fund; g	bes to Financial Services.		
	Location I	nfo: Homebound Services			
	90-ML05-00-004	Daily Log of Materials	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
	No	otes: Count of type of materials that go out;	reported to Planning & Research.		
		nfo: Homebound Services			
ML06 - Photoduplication Office					
ML06-00 - N/A					
	90-ML06-00-001	Order Sheet	5 Years	Paper	Photoduplication Office
	No	otes: Form #224			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Li						
/ILO6 - Phot	toduplication Office					
	ML06-00 - N/A					
		Location Info:	Photoduplication Office			
		90-ML06-00-002	Correspondence Regarding Order	5 Years	Paper	Photoduplication Office
			Paper copy of e-mail		·	
			Photoduplication Office			
		90-ML06-00-003	Invoice	5 Years	Paper	Photoduplication Office
		Notes:	Goes to Financial Services; was in Quick Boo	k, now in MUNIS		
		Location Info:	Photoduplication Office			
		90-ML06-00-004	Requests from other Libraries	Retain Current Fiscal Year and	Paper	Photoduplication Office
		Nistar		Previous Year		
		Notes:				
		Location Info:	Photoduplication Office			
MI 07 - Inte	rlibrary Loan					
	ML07-00 - N/A					
_		90-ML07-00-001	Patron Requests	5 Years	Data	Interlibrary Loan
			Keep for audit.	5 10015	Dulu	
		10105.	Reep for dudit.			
		Location Info:	Interlibrary Loan			
		Location Info:	Interlibrary Loan			
				5 Years	Paper	Interlibrary Loan
		90-ML07-00-002	Invoices	5 Years	Paper	Interlibrary Loan
		90-ML07-00-002 Notes:	Invoices Keep for audit.	5 Years	Paper	Interlibrary Loan
		90-ML07-00-002 Notes:	Invoices	5 Years	Paper	Interlibrary Loan
ML08 - Sh <u>el</u>	f Division	90-ML07-00-002 Notes:	Invoices Keep for audit.	5 Years	Paper	Interlibrary Loan
ML08 - Shel	f Division ML08-00 - N/A	90-ML07-00-002 Notes:	Invoices Keep for audit.	5 Years	Paper	Interlibrary Loan
ML08 - Shel		90-ML07-00-002 Notes:	Invoices Keep for audit.	5 Years Retain Current Fiscal Year and		Interlibrary Loan
ML08 - Shel		90-ML07-00-002 Notes: Location Info: 90-ML08-00-001	Invoices Keep for audit. Interlibrary Loan Office Statistics	Retain Current Fiscal Year and Previous Year		
ML08 - Shel		90-ML07-00-002 Notes: Location Info: 90-ML08-00-001	Invoices Keep for audit. Interlibrary Loan Office	Retain Current Fiscal Year and Previous Year		
ML08 - Shel		90-ML07-00-002 Notes: Location Info: 90-ML08-00-001	Invoices Keep for audit. Interlibrary Loan Office Statistics Includes inter-division pick-up, CLEVNET pick	Retain Current Fiscal Year and Previous Year		
ML08 - Shel		90-ML07-00-002 Notes: Location Info: 90-ML08-00-001 Notes:	Invoices Keep for audit. Interlibrary Loan Office Statistics Includes inter-division pick-up, CLEVNET pick	Retain Current Fiscal Year and Previous Year		

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office	
90 - Main Lib	rary						
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 Divsion					
ML09 - Clevel	and 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 - Comp	utor Lab						
METO - Comp	ML10-00 - N/A						
		90-ML10-00-001	Statistics	Retain Current Fiscal Year and	Electronic	Computer Lab	
		70 METO 00 001		Previous Year	Liceronic		
	Notes: Classes and patron information contained in Excel document.						
	Location Info: Computer						