

Annual Reports to County Board	Permanent	Office Files(older copies in basement)
Cross-over Borrowing Information	Permanent	Office Files
E Rate Information	Permanent	Office Files
Information Technology Plan	Permanent	Office Files
Inventory	Permanent, until replaced	Office Files
Multitype Library Information	Permanent	Basement Files
Reciprocal Borrowing File	Permanent	Office Files

Source Documents

Document Name	Length of Time Kept	Location
Accounts Payable	Purchase Invoices - Retain seven (7) years and destroy	Cardboard file on top of office files
Accounts Receivable	Capital stock and bond records: stubs showing issues, record of interest coupons, options, etc. - retain permanently	Office files
ALS Budget Reports	Permanent. (Include County Forms)	Binders in Director's office(also on file at the Rock County courthouse)

Audits

Document Name	Length of Time Kept	Location
Audit Reports	Permanent. Includes Financial Statements (end-of-year) and Final Budget Report	Office File(Also on file at the Rock County Courthouse)
Financial Reports (monthly)	Retain one (1) year and destroy after Annual Audit	Binders in Director's Office(also housed at Rock County courthouse)

Purchasing

Document Name	Length of Time Kept	Location
Purchase Orders	Retain three (3) years and destroy	Cardboard box on top of office files

Petty Cash Vouchers	Retain three (3) years and destroy	File behind the Administrative Assistant
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Personnel

Document Name	Length of Time Kept	Location
Time Sheets	Retain seven (7) years and destroy	File behind the Administrative Assistant(Also on file at the Rock County Courthouse)
Employee File	Retain three (3) years after termination. Payroll support records including time sheets, IRS Form W-4, Wisconsin Withholding Exemption Certificate, and enrollment information for all optional plans and Formal Evaluations	File behind the Administrative Assistant(Also on file at the Rock County Courthouse)
	Retain permanently, personal data including date of birth, marital status, deductions, date of hire, and rate of pay.	File behind the Administrative Assistant(Also on file at the Rock County Courthouse)
Employment Applications	Retain three (3) years and destroy	File behind the Administrative Assistant
Interview Notes & Questions	Retain three (3) years and destroy	File behind the Administrative Assistant
Insurance Records(Worker's Compensation)	Permanent	Office Files
Accident Reports or Claims	Retain seven (7) years and destroy	Office Files(Also on file at the Rock County Courthouse)
Quarterly Reports	Current year +5	Office Files

Grants and Contracts

Document Name	Length of Time Kept	Location
Contracts	Retain permanently one (1) copy of all contracts	Office Files
Grants	Retain multiple copies of new grants three (3) years. Retain permanently one (1) copy of all approved grants	Office Files(older grants are kept in the basement files)

Board of Trustees Operations

Document Name	Length of Time Kept	Location
Minutes	Retain permanently minutes of Board meetings and committee meetings.	Office files(older copies in basement)
ALS by-laws	Permanent	Office Files
ALS Charter	Permanent	Office Files
Library Bill of Rights	Permanent	Office Files
Library Laws	Permanent	Office Files

Other

Document Name	Length of Time Kept	Location
Van Records	Retain until van is replaced(keep purchasing info on last two vehicles. Maintenance records for current van only)	Office Files
Photographs & Newspaper Articles	Permanent - one (1) copy	Drawer of wooden desk also some in Public Relations office
Interlibrary Loan Statistics	Current year +5 – than destroy	Office files
ALS Director-Goals & Objectives	Permanent	Office Files
Certifications for Librarians	Permanent	Office files
Correspondence	Current year +3 - than destroy	Office files
Equipment Information	Permanent, destroy when equipment is replaced	Office files
Maps	Retain until superceded	Office files
Public Relations Files		Public Relations office
Newsletters	Current + 5 years	Office bookshelves

Explanation of Records

Accident Reports or Claims	Any Worker's Compensation Reports.
Accounts Payable	Includes purchase invoices.
Accounts Receivable	Includes Deposit Transmittal Forms to County.
ALS Annual Report Brochure	Formal copy of the ALS Annual Report.
ALS Budget Reports	Includes County Committee Reports.
ALS By - Laws	Lists ALS By - Laws.
ALS Charter	Copy of the ALS Charter.
ALS Director - Goals & Objective	This is an empty file.
ALS Library Minutes & Agendas:	Includes agenda and meeting minutes from each member library.
ALS Minutes	Includes copies of all ALS Board Meeting minutes and copies of all Special Committee meeting minutes.
ALS Summary Statistics	Includes member library Summary Statistics - last one dated 1992.
ALS System Long Range Plan	Long Range plan for ALS
ALS System Services Evaluation By System Librarians	Evaluations of ALS, done by each member System Library director.
Annual Report - System	Copy of ALS Annual Report.

Annual Report to County Board	Copy of Annual Report submitted to the Rock County Board.
Annual Reports - Member Libraries	Copy of each member library Annual Report.
Audit Reports	Includes Financial Statements(end-of-year) & Final Budget Reports.
Certifications for Librarians	WI Certification Manual for Public Librarians.
Contracts	Includes copies of all contracts entered into by ALS.
Cross - Over Borrowing Information	Includes calculations & formulas, as well as the report for cross-over borrowing.
E Rate Information	Includes application & information on e rate.
Employee File	Copies of W-4's, WI Withholding Exemption Certificate, enrollment information for all optional plans. (originals on file at Rock County). All formal evaluations. Employee application, employee interview notes, and questions. Insurance records.
Equipment Information	Includes equipment information, warranties paperwork and instructions.
Financial Reports (Monthly)	Monthly county reports that are kept in a green binder on the top of the file cabinet.
Fund Raising File	Includes a 1984 clipping on fund raising by direct mail.
Grants	Includes copies of all grants written by ALS.

Information Technology Plan	Includes technology plans from all member libraries & ALS.
Insurance Information	Includes insurance information, liability, health, workers' comp.
Inter Library Loan Information	Includes information on the start up of inter library loan and the statistics.
Inter Library Loan Statistics	Requests are filled, counted and the statistics are logged. The original request is then thrown away.
Inventory	Inventory for ALS including software.
Library Bill of Rights	Includes a Copy of Library Bill of Rights.
Library Laws	Includes a Copy of the WI Open Meetings Law.
Maps	Includes maps to the member, and affiliate libraries.
Multitype Library Information	Includes contracts, fees, letters of intent.
Petty Cash Vouchers	Includes individual petty cash vouchers plus vouchers to County for petty cash.
Photographs & Newspaper Articles	Includes photos & articles, which pertain to ALS.
Public Relations File	Kept in Public Relations Coordinator's office.
Purchase Orders	Kept in filing box on the top of the file cabinet.
Reciprocal Borrowing File	Includes borrowing agreements between systems.
Time Sheets	Copies, retained in the ALS personnel files.

Van Records

Includes van purchase records &
maintenance records.