Cold Spring Harbor Library

Records Retention and Removal Policy

The New York State Education Department Records Retention and Disposition Schedule for New York Local Government Records (LGS-01) (2020), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is adopted by the Library in legally disposing of valueless records listed therein.

Those records that are described in New York State Education Department Records Retention and Disposition Schedule for New York Local Government Records (LGS-01) (2020) may not be dispersed until they have met the minimum retention periods described therein. Only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods may be disposed of.

Since the Library receives a substantial portion of its revenue from public tax dollars, the Library Board believes that the Library should attempt to the best of its ability to adhere to the regulations established for public libraries by New York State. However, it should be noted that as an Association Library, the Cold Spring Harbor Library is not a local government entity or unit of other local government and is not required to use a State Archives schedule to dispose of records. Therefore, this policy contains retention guidelines rather than requirements.

The following list includes retention periods for library documents:

Permanently:

1. Audit reports
2. By-Laws and Charter
3. Chartering and Registration Records
4. Contracts
5. Current Library Policies
6. Accident Reports
7. Deeds
8. Depreciation Schedules
9. Articles of Incorporation
10. Insurance Records
11. Legal Correspondence

12. Board of Trustee Meeting Minutes
13. Mortgages and Bills of Sale
14. Notes and Leases
15. Retirement and Pension Records
16. Tax Returns and Exemption Letters
17. Trademark Registration and Copyrights
18. Year-End Financials

7 Years:

1. Accounts Payable Ledgers and Schedules
2. Expense Analyses and Distribution Schedules
3. Expired Contracts
4. Expired Mortgages, Notes and Leases
5. Inventories of Materials and Supplies
6. Invoices
7. Memorial and Donation Records
8. Payroll Records
9. Personnel Files of Terminated Employees
10. Timesheets
11. Withholding Tax Statements
12. Past Library Policies

6 Years:

1. Library Material Censorship and Complaint Records

3 Years:

1. Bank Statements
2. Employment Applications
3. Expired Insurance Policies
4. Internal Audit Reports

2 Years:

1. Bank Reconciliations
2. Correspondence with Patrons and Vendors
3. Duplicate Deposit Slips

Approved October 4, 2021; Reviewed November 2, 2026