
4.31 Records Retention

Adopted: October 27, 2009

Approved: October 27, 2009; January 15, 2020

(Public Record Law Implementation Responsibility – Library Director)

A. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason	Scan to CD
Audio recordings	2 years	Administrative value ends	
Meeting file (agenda, action forms, reports and correspondence distributed)	Permanent	Continuing administrative and historical values	Library Secretary
Minutes	Permanent	Continuing administrative, historical, and legal values	
Resolutions	Permanent	Continuing administrative, historical, and legal values	
Rosters of previous board members	Permanent	Continuing administrative, historical, and legal values	

B. FINANCIAL

Record Title	Retention Period	Reason	Scan to CD
Billing invoices, statements, and backup information pertaining to bills	Records kept by City Finance	Administrative value ends	

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CIP Project information	5 years after project completion	Administrative value ends	
Purchase orders	Records kept by City Finance	Administrative value ends	
Fines and Fees paid records	3 years	Administrative value ends	
Credit card statements	Records kept by City Finance	Administrative value ends	
Request for Bids and responses	Records kept by City Clerk	Administrative value ends	
Request for Proposals and responses	5 years after project completion	Administrative value ends	

C. CIRCULATION

Record Title	Retention Period	Reason	Scan to CD
Borrower's registration database files	Purge after 3 years of inactivity	As per Iowa State Library Certification	
Employee evaluations	5 years after end of employment	Administrative value ends	
Job applications/resumes, interview notes	5 years	Administrative value ends	
Payroll support documents (time sheets, individual reports of leave)	2 years (Official records kept by City Finance)	Fiscal value ends	

D. GENERAL

Record Title	Retention Period	Reason	Scan to CD
Agreements and Contracts	10 years after expiration	Administrative value ends	

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Building design blueprints, specifications and construction documents	Permanent	Historic Value	
Incident reports	Critical - 5 years; Otherwise 1 year	Administrative value ends	
Patron Comment Forms (Comments from library service area users)	Until answered; no longer than 6 months (do not include comments from persons outside the library service area)	Administrative value ends	
Email Comments (From library service area users)	Until answered; no longer than 6 months (do not include email from persons outside the library service area)	Administrative value ends	
Grant applications, reports, and records	5 years	Administrative value ends	
Leases	5 years after expiration	Administrative value ends	
Major bequest files	Indefinitely; 5 years after expended	Administrative value ends	Library Secretary
Photograph Release Forms	5 years	Administrative value ends	
Security DVR Files	21 days	Advice of City Attorney	
State Library Reports/Surveys	Permanent	Historic Value	