

**Library Records Retention Summary
Revised July 2024**

RDA Number	Item	Description	Retention (number refers to years if not otherwise stated)	Confidentiality
Board Materials				
LIB001	Board bylaws	Bylaws of the public library or public library system.	until superseded	
LIB002	Annual reports - Library		current year + 2	
LIB002	Annual Report - System		10 years	
LIB029	Library System Plans	Plans identifying the services that are offered by the library system, and the budget for other services.	10 years	
ADMIN301	Minutes & meeting materials - Board of Directors, System Advisory Boards	Agendas, meeting notes and attached documentation.	Adoption +5 years and transfer to WHS	Closed Session materials may be confidential.
Wis. Stat. sec. 19.21(7)	Video Recordings of Board Meetings	Recordings made for purposes of taking minutes.	90 days after adoption of minutes	
ADMIN250	Strategic planning documentation	Records include master copy of plan and essential background documentation.	plan completion or expiration + 6 and transfer to WHS	

Administrative Files				
ADMIN352	Transitory Correspondence (Routine requests for information that require no policy decision, special compilation or research are transitory to the sender and the recipient.)	Records that are nonsubstantive, required only for a short time, have little or no documentary or evidential value, and are not required to meet legal or fiscal obligations. These records shall not be used to initiate, sustain, evaluate, or provide evidence of decision-making or public policy. Both of the statements/ conditions above must be met for the records to be considered transitory and applies regardless of the format of the record. EXAMPLES: Alerts and notifications (e.g., check your email, meeting about to start). Messages confirming short term arrangements (e.g., taxi ready at 5 PM). Responses to routine requests (e.g., web-site address, contact information, site location, publications) Not all texts or emails are transitory.	Destroy when no longer needed	Confidential
ADMIN201	Business-related Correspondence	Business-related correspondence, files, calendars and records of non-appointed staff or equivalent.	creation + 1	Confidential
LIB003	Monetary donations	Information about monetary donations to the library and/or archives.	current year + 5	Confidential
LIB004	Property donations (artwork, furniture, etc)	Information about donors of property (such as artwork, furniture, computers, etc.) to the library and/or archives.	As long as owned by the library + 5	Confidential
ADMIN304	Memorandums of Understanding (MOUs)	A MOU is used typically for coordination of administrative activities between entities who share a common function. May include , but not limited to , supporting documentation, correspondence setting the terms of the agreement or the final agreement itself.	Termination + 4 years	

ADMIN406	Grants	Grant records and supporting documentation where the government unit is the grant recipient or issuer. May include, but are not limited to, records that are submitted material for the grant application or review process, or documents related to the receipt and expenditure of grant funds or the grant denial	End of grant project, or denial of grant application + 4	May include confidential info
LIB010	Accident reports/claims	Records pertaining to any incidents on the library premises by non-employees.	date of incident + 7	Confidential
LIB005	Patron incident/disciplinary	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	date of incident + 5	Confidential
ADMIN305	Public Records Requests and Responses	Records relating to requests for public records as specified under the provisions of Wis. Stat. §§ 19.35-19.37 and the Federal Freedom of Information Act (FOIA). Includes original request, notice of scope changes to the request, billing, collection of fees, acknowledgement of receipt of request, follow-up letters and transmittal memorandums, requests for extension, third-party notification, access request review recommendations and summaries, listing of records searched and used to respond to requests, and logs maintained documenting receipt and response of requests. May also include request response package including any redaction of information. Also includes abandoned or withdrawn requests.	date response is provided or request is abandoned or withdrawn + 3	Confidential
PUR00010	Contract and Request for Bid /Proposal file		End of contract + 6; expiration of bid/proposal +6	Confidential
LIB008/LIB009	Legal Opinions & Litigation files	Correspondence with the attorney who provided legal counsel to the library. Records documenting any litigation to which the library is a party.	while being used + 5	These records may be covered by attorney/client confidentiality.
ADMIN350	Internal Communications	Records that document communication within an entity/unit between staff regarding its operations. These communications may be provided through a variety of methods such as, but not limited to, documents, photographs, audio, and video. Applies to the sender of the original record and not the recipient.	Disseminated date +3	
ADMIN351	External Communications	Records that document communications regarding business services and information outside the entity/unit. These communications may be provided through a variety of methods such as, but not limited to, documents, photographs, audio, video, and social media. Applies to the sender of the original record and not the recipient. EXAMPLES: Daily media logs, news/press releases, media advisories, op-ed columns and articles. Summaries of surveys or questionnaires.	Disseminated date +3 and transfer to WHS	
FAC00090	Disaster recovery records	Records created during the recovery process. Records held in reserve in the event that an information system fails to function and records need to be recovered and restored.	event + 4	Confidential

ADMIN354	Routine staff reports	Reports by individuals, offices or teams that document the business of the unit of government. May include, but not limited to, progress reports, workload reports, status of work assignments, backlog or production reports, and ad hoc reports. specific RDA.	creation + 1	
ADMIN355	Status Reports	Reports that document and report on the business functions of the division and its supporting bureaus. These reports are often prepared for the department or agency head, or an equivalent position. May include, but not limited to, accomplishments, goals, statistics, awards received, anticipated program needs and plans, as well as any supplementary documentation to support such reports.	Report submittal date +3 and transfer to WHS	
ADMIN451	Events - Planning & Prep	charts, contracts, room reservations and logistical information, signage and event correspondence, evaluation forms, travel and speaker arrangements.	3 years	
ADMIN452	Events - Publicity & Proceedings	Records related to the publicity and proceedings of special events such as conferences, forums, special programs, performances, and similar. May include, but is not limited to, materials created to advertise the event, items distributed to attendees and details about the event itself.	3 years and transfer to WHS	
ADMIN510	Records Inventory Disposition Files	Records documenting authorized / approved destruction of records or transfer to an archival repository. May include, but not limited to, destruction request and approval forms, State Records Center annual and mid-year disposition files/reports, purge lists, transfer to archives eligibility, and related correspondence. EXAMPLES: For inventory stored at the State Records Center (SRC) or Other State Owned, Off-Site Storage Facility, the SRC or other state-owned storage facility is responsible for the official record. For inventory stored at a Non-State Owned, Off-Site Storage Facility or On-Site by a Government Unit, the government unit is responsible for the official record. These records are retained to document the legal disposition of records in case of discovery actions during litigation or when requested for use in audits.	creation +25	
FAC00103	Health, Safety or Fire Code Compliance Certificates		certification expiration + 3	

Financial Records

LIB011	Annual budget	Records used to prepare the library's budget. May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	Fiscal year + 6	
FIS00001	Audit Reports	Event is date of issuance of the final audit report.	Event + 3	
ADMIN354	Monthly financial reports	Reports by individuals, offices or teams that document the business of the unit of government. May include, but not limited to, progress reports, workload reports, status of work assignments, backlog or production reports, and ad hoc reports.	current year + 1	
FIS00020	Bills, invoices, deposit slips, purchase orders, receipts, bank statements,	Records related to the receipt of funds for goods or services provided and the purchase of goods or services and the supporting documentation. This series includes Accounts Payable and Accounts Receivable transactions.	current year + 6	

FIS00026	Tax Records	Records or reports filed with the federal Internal Revenue Service, Social Security Administration or State Department of Revenue, or other state agency related to administration of tax collection. Also includes records received for collection of taxpayer identification.	End of fiscal year +6	
LIB012	Annual Inventory and Depreciation schedules	Records listing all major library property, electronic equipment and its book/materials value. Items remain on the inventory until their active life has elapsed.	fiscal year + 5	

Buildings, grounds, equipment

FAC00015	Blueprints, building plans, final specs		Termination of ownership +6 and transfer to WHS or UW Archives.	
FAC00051	Facility and Building Maintenance	Facility and building maintenance, custodial and grounds keeping related records. Records may include, but are not limited to, work orders, logs, work assignments, checklists, inspections, key requests, correspondence and related reports.	creation + 3	
FAC00057	Physical plant inspection reports	Records documenting the operation of all facets of facilities: HVAC, plumbing, mechanical, electrical, structural as well as special monitoring of building components.	current year + 6	
FAC00011	Construction Project File	All documents pertaining to the project which may include, but are not limited to, design and construction contracts, proposed and approved amendments to all contracts, bidding plans, planning and design work reports, consultant plans and specifications, related correspondence and all other project materials.	completion date + 10	Confidential
FAC00013	Asbestos & hazardous materials remediation files	Project files related to asbestos abatement and hazardous materials and environmental remediation projects.	Permanent	
FAC00014	Unsuccessful bids	Bids and proposals from developers or construction firms for building projects or leases which were not selected	date bid is awarded + 4	
FAC00016	Land Titles, Conveyances, Easements, and Use Restrictions	Documentation for state owned land. Includes, but is not limited to, any legal rights granted to state owned land.	Permanent	
FAC00051	Building maintenance & management records	Facility and building maintenance, custodial and grounds keeping related records. Records may include, but are not limited to, work orders, logs, work assignments, checklists, inspections, key requests, correspondence and related reports.	current year + 3	
FAC00054	Equipment installation, repair, service records		keep as long as you have the equipment +1	
FAC00060	Building Leases and Tenant information	Files that document negotiations for, and completion of, leases for space. Records may include, but are not limited to, leases, correspondence with owners, other tenants and lease approvals.	expiration of lease + 6	
FAC00068	Chemical & pesticide use (lawn care, etc.)		date of use + 3	

FAC00082A	Monitoring and Surveillance Recordings – Without Incident	Monitoring and surveillance recordings showing no discernable incidents. As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.	3 days	
FAC00082	Monitoring and Surveillance Recordings – With Incident	Monitoring and surveillance recordings that document incidents that may lead to claims against the governmental unit. As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.	120 days	
FAC00083	Access Cards, Identity Badges/Name Plates and Photo Identification	Documentation of request and assignment of access cards, identity badges, name plates and/or photo identification as an employee or contractor.	date returned or lost + 6 months	
RISK0025	Property Insurance Policies	This file may include the original copy of the policy, endorsements to the policy, list of carriers, coverage limits and premiums.	policy effective date + 30	
RISK0026	Property Claim Files	Claim files may include accident/property loss reports, investigative reports, evidential documents such as photographs, payment vouchers and any related correspondence. These records represent the official property claim files.	date claim is closed +5	Confidential
RISK0035	Liability Insurance Policies	This file may include the original copy of the policy, endorsements to the policy, list of carriers, coverage limits and premiums.	Policy Expiration date +75	
RISK0036	Liability Claim Files	Documents include accident reports, damage reports, repair orders, estimates, adjuster claim reports and release of all claims. Payment letters and photocopies of checks are also included.	date claim in settled + 11 (in claims involving a minor hold until minor turns 18 + 11	Confidential
RISK0038	Liability Incident	Incident files may include accident reports, damage reports, repair orders, estimates, adjuster claim reports and other investigative materials.	Date if incident +11 years	Confidential
FAC00069	Americans with Disabilities Act (ADA) Facility Reviews and Audits	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures. This series may also include ADA compliance background information and correspondence related to audits	Completion of audit date + 6	
FAC00087	Emergency Response Management Plans and Related Documents	Detailed information for emergency situations and supporting documentation.	superceded +3	
FAC00055	Building Maintenance/ Warranty Files		warranty expiration + 1	

HR/Personnel: Job Search & Hiring

HR000013	Recruitment and Selection Related Records	Includes job announcements for positions (permanent, project and LTE) under recruitment by state agencies and maintained by state agencies. These job listings originate in Wisc.Jobs, the official website for Wisconsin jobs, but they can also come from agency standalone recruitment announcements. Also includes internal agency transfer announcements. It also includes the recruitment and assessment folder, which contains, but is not limited to, the position description, job announcement, Selection Assessment Strategy, Adverse Impact Analysis, assessment, benchmarks, employment applications, score sheet, raters, oral board members, rater remarks, advertisements, correspondence with applicants, assessment administration related documents, and requests to reuse/reactivate an existing register.	end of recruitment campaign or hire date + 4	confidential
HR000026	Federal I-9 forms	Federal form to document that the employer checked immigration status of hires.	3 years after date of hire or 1 year after termination, whichever is longer	confidential
HR000022	Unsolicited resumes and general requests about employment		date received + 6 months	
HR000025	Letters or emails to unsuccessful candidates		end of recruitment + 1	confidential
HR000017	Criminal Background checks	DO NOT file in personnel file.	date report is received + 6.5	confidential

HR/Personnel: Other

HR000190	Official Personnel File	Documents employee personnel actions during employment. Includes files for permanent, project and limited term employees (if applicable), in both the classified and unclassified state service. Documents may include: - Certification Request from which an appointment is made - Evidence of awards received from the State - Formal apprenticeship agreements - Leave of Absence With Pay Due to Injury Request/Authorization - Leave of Absence Without Pay Request/Authorization - Interchange Agreement Notice - Letters of appointment and assignment - Letters of commendation - Letters of discipline including demotion, suspension with or without pay, or termination - Letters of resignation/termination - Letters of expectation related to work activities - Notice of actions affecting employee's pay status - Performance evaluations - Position description (original and any subsequent) - Probationary Service Report (former title) or probationary performance evaluations and letters related to the results of the employee's probationary period(s) or trial period - Notice of Reallocation - Notice of Reclassification - Records of equity, retention, and merit or performance awards - Training records All other material concerning an employee including Outside Employment or Conflict of Interest requests, requests and responses for alternative work schedules, licensure or certification, documents, etc. Note: Payroll and tax-related records are to be kept in a separate payrollrelated employee case file per the Payroll Records General Schedule, as this has a shorter retention period.	termination/separation date + 8	Confidential
HR000150	Employment-related Medical Case Files	Includes medical exams, test results, communication with health professionals, and occupational health-related records. Due to confidentiality of medical records, do not combine with the official employee Personnel File.	separation +8	Confidential
RISK0010	Worker's Compensation Claims Case files	Typical records may include, but are not limited to: accident reports, medical reports, employee exposure records, certifications, payment information, medical invoices, investigation materials, subrogation files, workers compensation claims fact sheet, medical information authorization, labor market availability restriction statement, vocational rehabilitation information, related correspondence and other related forms.	Date claim is closed + 30	Confidential
HR000191	Volunteer/community service files	Applications, resumes, and other materials related to staffing unpaid volunteer and internship positions.	end of assignment + 2	Confidential
HR000112	Employee discipline related records	Includes investigatory related records such as meeting minutes, evidentiary materials, hearing notices, and related correspondence including notice of no finding. Records may include notices to employee of demotion, suspension with or without pay, or termination. When employees, represented and non-represented, consistently fail to meet minimal performance standards or violate department work rules or state law, discipline may be administered.	date discipline case is closed + 5	Confidential

PAY00008	Paycheck Detail Records	Records are final payroll results of the payroll processing functions for each employee. May include, but not limited to, calculations to arrive at gross and net check amounts	date of pay period +15	Confidential
PAY00005	Leave Accounting Records	Records used to process transactions for current leave usage, sabbatical and other longterm leave and includes the ending balance for the pay period.	date of pay period +15	Confidential
PAY00021	Employee Payroll & Benefit Records	Documents maintained throughout the employee's term of employment such as withholding agreements and voluntary insurance records. May include, but not limited to, federal and state withholding, earned income credit, and ERA records.	termination/separation date + 8	Confidential
ADMIN201	Calendars and staff scheduling documents	Calendars, schedules, diaries and/or meeting logs used to document meetings and appointments.	creation + 1	confidential
HR000157	FMLA requests and related records	Consists of the completed federal or state forms to request Family and Medical Leave and employer responses. May include payroll and employee data, dates of leave taken, record of any dispute and its resolution, medical certification, and fitness for duty certification.	creation + 3	confidential
ADMIN400	Library policies & procedures	Policies and procedures designed to help employees perform their duties and navigate their department or government unit. May include, but are not limited to, manuals, manual codes, handbooks, and administrative practices. Procedures under this RDA have typically gone through a vetting process and are intended to support policies in a direct manner.	until superseded + 7	
PAY00025	Unemployment Compensation claims	Records includes requests and state action associated with state staff requesting Unemployment Compensation when there are layoffs or LTE assignments end.	creation + 5	confidential
ADMIN453	Training Course Materials	Materials prepared and used by staff to provide routine training targeted to internal and external audiences. Records may include, but not limited to, presentations, handouts and other materials.	Superseded or obsolete + 3 months	

ILS/ILL/IT				
LIB016	Patron registration/application forms	Event is when the information has been entered into the Patron Database and information is verified for accuracy.	Event and destroy	confidential
LIB019	Daily, monthly, & annual statistical reports	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	current year + 1	
LIB020	ILL Records	Records used to track the request and return of library items with libraries outside the local ILS. Records providing info about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Once library is returned to lending library record can be destroyed	confidential
LIB021 /LIB 022	ILL Request Records / Logs of Transactions	Records providing info about items shipped, unfilled requests, conditional loans, renewal requests, and return	Once library is returned to lending library + 30 days	Confidential
LIB006	Purchase suggestions	Requests from library patrons requesting items to be added to the library collection.	date decision is made + 1	Confidential
LIB007	Requests for reconsideration of library materials	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	date decision is made + 6	Confidential

LIB013 / LIB014 / LIB030 / LIB031	Bibliographic & item-level records	Includes materials held at the system level and shared with member libraries. Event is when item is withdrawn from the library's collection.	Event and destroy	
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Programming, Public Service, and Communications

LIB023	Internet, Equipment or Meeting Room Use Agreements	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	May be destroyed once meeting room use is over or business day ends	confidential
LIB025	Programming & event files	Information about specific library programs or events.	date of event + 1	
LIB027	Press releases	Official press releases and related topical indexes.	release date + 5	
LIB026	Contest entry forms		until contest is over + 30 days	confidential
ADMIN350	Surveys (customer satisfaction, etc.)	Documents the creation and results of surveys by or for agencies for administrative, informational or research purposes	Creation + 3	
LIB024	Reference requests & responses	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	May be destroyed once question has been answered	confidential

Other

LIB028	Local History Files	Records documenting transfer of legal and physical custody of documents, photographs, and other items in local history collections	Permanent	
LIB032	Delivery Service Forms	Records documenting ILL items in transit. May include courier routes and hub connections with other state, system, school district, and private courier services.	Once item is delivered can destroy	

Documents that are NOT considered Records

RDA Number	Item
LIB113	Library newsletters
LIB101	ILL Reference Codes
LIB102	ILL Periodical Title Requests
LIB128	Workshop Calendars and Flyers

RDA #	Type	Title	GSR Date	Updated Summary
ADMIN000	GRS	Administrative and Related Records	3/21/2022	7/8/2022
LIB001	GRS	Public Libraries and Public Library Systems and Related Records	6/12/2017	6/30/2021
PUR0000	GRS	Purchasing & Procurement	3/18/2024	7/2/2024
FAC00000	GRS	Facilities Management and Related Records	11/18/2019	6/30/2021
BUD0000	GRS	Budget and Related Records	11/21/2022	7/2/2024
HR00000	GRS	Human Resources and Related Records	3/25/2019	6/30/2021
PAY00000	GRS	Payroll and Benefits and Related Records	8/30/2021	7/8/2022
RISK00000	GRS	Risk Management and Related Records	11/20/2023	7/1/2024

To review updated GSRs:

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>