

GAIL BORDEN PUBLIC LIBRARY DISTRICT RECORDS RETENTION POLICY

The Gail Borden Public Library District retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Gail Borden Public Library District that its records be retained only so long as they are:

(1) necessary to the current operations of the library; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library CEO.

2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.

3. This policy encompasses all records no matter their physical appearance or characteristics, that are made, produced, executed, or received in connection to the transaction of library business.

4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.

5. Most Federal award records must be kept for three years from the date that the final financial report is submitted to the awarding agency. Additional conditions apply as follows:

- Records for property purchased with award funds must be retained for three years from the date of final disposition.
- Program income records must be retained for at least three years from the end of the fiscal year during which the income was earned.
- Negotiated Indirect Cost Rate Agreement documents must be retained for three years from the date of submission of the proposal.
- Cost allocation policy records must be retained for three years from the last day of the fiscal year covered by the plan.

6. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private. If an audit, litigation, or other action involving the records starts before the end of the appropriate retention period, the records should be maintained until the end of the appropriate retention period or until the audit, litigation, or other action is completed, whichever is later.

(Rev. 12/2023)