# PUBLIC LIBRARIES GENERAL RETENTION FINANCIAL SCHEDULE (LIGRFIN)
## Indiana Commission On Public Records - County Records Management

| Date approved by the Oversight Committee on Public Records<br>December 17, 1997.<br>URevised April 20th, 2005.U | *Name of county adopting retention schedule* | Date adopted by the County Commission of Public Records |
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| *Director, Indiana Commission on Public Records/State Archivist*<br>*Signature* | *Printed name* *Jim Corridan* | |
| Chairperson of the County Commission of Public Records<br>*Signature* | *Printed name* | |
| Secretary of the County Commission of Public Records<br>*Signature* | *Printed name* | |

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**

**INSTRUCTIONS:**

**1**. Records listed on this schedule may be destroyed upon **completion** of a UNotice of Destruction, **State Form 44905** and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.

**2**. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

**GUIDELINES:**

**Permanent** records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

**Microfilmed** records may be DEPOSITED OR TRANSFERRED according to the retention period outlined for that record.

SECURITY/ORIGINAL roll of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

**Public Libraries General Retention Financial Schedule (LIGRFIN) (See page 1 for instructions and guidelines)**

Any records not listed can be destroyed only with permission of the COUNTY COMMISSION ON PUBLIC RECORDS and the STATE ARCHIVES.

| RECORD SERIES NUMBER<br>TITLE/DESCRIPTION | RETENTION PERIOD |
|---|---|
| **LIGRFIN 1. RECEIPTS/QUIETUS**<br>**General Form:**<br>Form 352 (R 1997) General Receipt | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 2. VOUCHERS/CLAIMS**<br>**2.1 Library Form:**<br>Form 4 (R 1984) Accounts Payable Voucher<br>**2.2 General Forms:**<br>Form 98 (R 1967) Purchase Order<br>Form 99 (R 1995) Publisher's Claim<br>Form 101 (R 1955) Mileage Claim<br>Form 354 (R 1966) General Claim | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 3. CANCELLED CHECKS/WARRANTS**<br>**3.1 Library Form:**<br>Form 2 (R 1981) Warrant<br>**3.2 General Forms:**<br>Form 353 (1966) General Warrant<br>Form 356 (1967) General Check<br>Form 357 (1967) General Payroll Warrant | DESTROY after six (6) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 4. CHECK REGISTER/WARRANT REGISTER**<br>**General Form:**<br>Form 364 (R 1997) Accounts Payable Voucher Register | DESTROY after six (6) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 5. TRANSMITTALS** | DESTROY after six (6) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 6. BANK STATEMENTS/DEPOSIT TICKETS** | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 7. BANK RECONCILIATIONS AND REPORTS** | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS and satisfaction of unsettled charges. |
| **LIGRFIN 8. FEE AND CASH BOOK**<br>**Library Form:**<br>Form 3 (R 1984) Daily Record of Desk Collections | DESTROY after six (6) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 9. PAYROLL RECORDS**<br>**General Forms**:<br>Form 99A (R 1985) Employee's Service Record<br>Form 99B (R 1993) Employee's Earnings Record | PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. |
| **LIGRFIN 10. PAYROLL VOUCHERS**<br>**General Forms:**<br>Form 99 (R 1993) Payroll Voucher<br>Form 99C (1985) Employee's Weekly Earnings Record | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Repot Schedule and satisfaction of unsettled charges. |
| **LIGRFIN 11. TIME CARDS** | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |

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| **LIGRFIN 12. RECEIPT REGISTER**<br>**General Form:**<br>Form 370 (1997) | DESTROY after four (4) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| **LIGRFIN 13. INSURANCE**<br>**General Form:**<br>Form 351 (1964) Register of Insurance | PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. |
| **LIGRFIN 14. LEDGERS**<br>**14.1 Library Form:**<br>Form 1, 1A, 1B, and 1C (R 1982):<br>Library Financial and Appropriation Ledger<br>**14.2 General Form:**<br>Form 369 (1996) General Fixed Asset Account Group Ledger | PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. |
| **LIGRFIN 15. INVESTMENTS**<br>**General Form:**<br>Form 350 (1964) Register of Investments | PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. |
| **LIGRFIN 16. STATE BOARD OF ACCOUNTS** | PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. |