

**APPENDIX B**

## Policy #403

**RECORDS RETENTION AND DISPOSITION**

**P-Permanently D-Destroyed A-Archival Center R-Reviewed at later date H-Hard Copy E-Electronic Copy**

<b>SUBJECT</b>	<b>DESCRIPTION</b>	<b>RETENTION PERIOD(years)</b>	<b>ACTION</b>
ACCOUNTS	Asset Ledger	P	H & E
	Bank (Deposit Books)	7	D
	Bank (Memos, Debit & Credit)	7	D
	Bank (Statements and Reconciliations)	7	D
	Budget (Final Operating & Capital)	P	H
	Cash Receipts Journal	7	E
	Cheque stubs	7	D
	Cheques (paid and cancelled)	7	D
	Duplicate Receipts	7	D
	Financial Statements (Audited)	P	H
	Financial Statements (Final)	P	H
	Financial Statements (Interim)	7	D
	Financial Statements (Working Papers)	7	D
	G.S.T. (Applications for Refund)	7	D
	Grant Applications (Employment)	7	D
	Grant Applications (Other)	7	D
	Grant Applications (Prov. Operating)	P	H
	Investments	7	D
	Ledgers (General)	P	H & E
	Paid Invoices	7	D
ADMINISTRATION	Reports (Part of Minutes)	P	H & E
ADVERTISING	General	2	D
AGENDAS	Agendas (Part of Minutes)	P	H
AB COMM. DEVELOPMENT	Annual Reports	P	H
	Published Prov. Public Library Stats	7	D
	Public Library Statistics (Surveys)	2	D
BOARD	Minutes	P	H
BY-LAWS	All	P	H
CALENDARS	Work Schedules, Meetings, Events	7	D
COMMITTEE	Minutes	7	D

	Notes	2	D
CONFERENCES/WORKSHOPS	Notes, Handouts, Information	1	D
CONTRACTS/AGREEMENTS	Library System, Town, other Boards	Current	H
	Copies (After Superseded)	7	D
CORRESPONDENCE	General	7	D
	Historical	P	H & A
EQUIPMENT	Manuals, Warrantees, Proof of Purchase	Current	D
INVENTORY	Records, Year End	7	D
	Anniversary Years (every 5 years)	P	H
LIBRARY LEGISLATION	Acts, Regulations	Current	H
	After Superseded	7	D
PATRONS	Registration Forms	Current	H
	After Expiration	1	D
	Reference Questions	Current	
	After Statistics Complete	1	D
	Interlibrary Loans	Current	H
	After Statistics Complete	1	D
PHOTOS	Albums, Historical	P	H & A
	General	P	H & A
PLANNING	Needs Assessment/Plan of Service	Current	
	After Superseded	7	D
POLICY	Manual	Current	H & E
	After Superseded	7	D
PROGRAMS	Plans, Reports, Evaluations	7	D
	Registrations	1	D
	Samples	7	H
	One-of-a-Kind (Anniversary, etc.)	P	H & A
STAFF	Employment Record/Evaluations	P	H
	Job Applications/Resumes (Hired)	P	H
	Job Applications/Res. (Not Hired)	1	D
	Job Descriptions	5	D
	Temporary Staff (eg. STEP Student)	1 after Term	D
	Police and CWIS Checks	3/7	D

Reviewed May 14, 2022