

### Appendix I

Subject	Description	Years	Action
Accountants	Working Papers	7	De
Accounts	Receivable Paid Invoices	7	De
Administration	Reports (not part of minutes)	7	De
Agendas	Agendas - part of minutes	P	H&E
Agreement	Copies,	P	H
	after superceded Signature page	P	H
Annual reports	Librarians, financial	10	De
Architect drawings	Building	P	H
Assets	Permanent files	P	H
	Records of surplus	7	De
	Temporary files	7	De
Audit	Working papers	7	De
	Final	P	H
Bank	Deposit (pass) books	7	De
	Memos (Debit & Credit)	7	De
	Reconciliations	3	De
	Statements	7	De
Board	Minutes	P	H&E
Briefs/Reports	To Government	7	De
Budgets	Final	P	H
Building	Design estimates	3	De
	Inspection records	P	H
	Purchase of land	P	H
Bylaws	All	P	H
Cash	Receipts Journal	7	De
	Petty (vouchers)	7	De
Catalogue	Profiles	1	H
Certificates	Of title	P	H
Christmas Craft Vendors	List of Vendors	3	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/Duplicates	7	De
Committee	Minutes	P	H
Computer Sign-in Sheet	Signature of Users	1	H
Contracts		P	H
Correspondence	General	7	De
	Historical	P	H
Court cases		P	H
Deeds		P	H
Employee benefits	WCB claims	P	H
	Other claims	P	H
•Employees	Job applications & resumes (hired)	P	H
	Job applications & resumes (not hired)	1	De
	Job descriptions	5	De
	Temporary (term) Employees (after term of employment)	3	De
	Personnel file	P	H
Files	See subject matter	-	-
Financial statement	Budget-to-Actual	P	H
Grant Applications	General	7	H

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Income Tax	Committee Director's fee forms	1	De
	Deductions	7	Re
	TD1 Forms	1	De
	T4 slips/summaries	P	Re
Insurance	Claims	P	H
	Records (after expiration)	7	H
Inventory	Records (after superceded) year end	7	De
Journals	General	P	De
Land	Purchase	P	H
' Leases	After expiration	7	H
Ledgers	General	P	De
	Subsidiary	7	H
Legal	Opinions	P	De
	Proceedings	P	H
Legislation	Acts (after superceded)	1	H
Library Stats	Anniversary years (90, 95, 00, etc.)		De
Licenses	Business (after expired)	5	H
Membership Applications	TRAC Paper copy registration	2	H
Maintenance Reports		7	De
Minutes	Board	P	H
	Committee	P	H
	Librarian	P	H
Newspaper Clippings		P	H
Orders	Library Materials, books	5	H
Payroll	Garnishees	3	De
	Individual earnings records	P	H
	Journal	P	H
	Rough sheets	1	De
	Time sheets - Daily/Overtime	5	De
	El records	5	De
Personnel Files	Staff	P	H
Photos	General	P	H
Policies	After superceded beginning 1998	10	De
Project applications		7	De
Purchase orders	Paid	5	De
Receipts	Books	7	De
Reports	Management (monthly)	2	De
Requisitions	Paid	7	De
Special events files (non historic)		7	De
Summer Reading Program	Files	5	H
Supplies	'Invoices	7	H
Termination	Employees	P	H
Tenders	Files	7	De
Trial balances	Year end	1	De
Utilities	Location of	P	H
Vendors	Correspondence	5	De
	Suppliers files		Re
Walk-a-thon	Donator lists	3	Re
	Total amount made list	3	Re

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Vendors	Correspondence	5	De
	Suppliers files		Re
Workshops	Librarians/Trustees	10	De
	Training and Development	10	De