

Gibbons Public Library Record Retention Schedule

Appendix "N" RRS 09/16

Subject of Document	Years to Retain	Action	Storage Location
Accounting Data	P	Keep	Town of Gibbons
Auditor's Report	7	Destroy	Town of Gibbons Library Office
Board Bylaws & Policies	1	Replace	Library Office
Board Meeting Minutes	P	Keep	Library Office
Board Member Information	P	Keep	Library Office
Budget Final	P	Keep	Town of Gibbons Library Office
Building Information	P	Keep	Town of Gibbons
Contracts	P	Keep	Library Office
Correspondence	5	Destroy	Library Office
Daily Sales Spreadsheets	7	Destroy	Library Office
Deposits	7	Destroy	Town of Gibbons Library Office
Equipment Manuals (until equipment replaced)		Recycle	Library Office
Grant Applications	7	Destroy	Library Office
GST Claims	P	Keep	Town of Gibbons
Insurance Claims	P	Keep	Town of Gibbons
Inventory	5	Recycle	Library Office
Historical Information	P	Keep	Library Office
Job Applications & Resumes (hired)	P	P	Library Office
Job Applications & Resumes (not hired)	1	Destroy	Library Office
Lease Agreement	P	Keep	Town of Gibbons Library Office
Legislation (Acts etc.)	(until updated)	Recycle	Library Office
Needs Assessment Survey Results	6	Replace every 2 years	Library Office
Newspaper Clippings & Photographs	P	P	Library Office
Partnership Agreements	P	P	Library Office
Patron Information	2	(see TRAC policies)	Library Office
Personnel Files	P	P	Library Office
Plan of Service	P	P	Library Office
PLSB Annual Report	7	D	Library Office
Procedure Manuals	5	Replace	Library Office
Revenue Canada	P	P	Town of Gibbons
T4 slips	P	P	Town of Gibbons
Vendor Catalogues	1	Recycle	Library Office
Volunteer Information	7	Destroy	Library Office