

Schedule of retention and disposition

SUBJECT	DESCRIPTION	RETENTION PERIOD (in years)
Accounts	Paid Invoices	7
Administration	Reports (not part of Minutes)	7
	Reports (part of Minutes)	P
Advertising	General	1
Agendas	Agendas (part of Minutes)	P
Alberta Community Development	Public Library Statistics (published)	7
	Annual Reports	P
	Grant applications	P
Bank	Deposit Books	7
	Memos Debit & Credit	7
	Statements & Reconciliations	7
Boards	Authority & Structure	P
	Minutes	P
Budget	Final Operating & Capital	P
	Estimates & Working Papers	7
By-Laws	All	P
Calendars	Work schedules, meetings, events (all-in-one)	7
Cash	Cash receipts journal	7
	Petty cash expenses journal	7
	Disbursements Journal	P
	Duplicate Receipts	7
Cheques	Paid (Cancelled)	7
Committee	Notes	7
Conferences/Workshops	Notes, handouts, information	1
Contracts/Agreements	Library System, Other boards, Organizations	Current
	Copies, after superceded	P
Correspondence	General	7
	Historical	P
Employee Benefits	(except when town administers TML payroll)	
	W.C.B. Claims	P
	Income Tax Deductions	7
	TD1 forms	Current
	T4 Slips; T4 Summaries	P
Employees	Job Applications/resumes (not hired)	1
	Job Applications/resumes (hired)	P
	Job descriptions	Current
	Personnel Files	P
	Terminations	P
	Timesheets	7
Equipment	manuals, warranties, proof of purchase	Current

Files	<i>see under specific subject</i>	
Financial Statements	Interim	7
	Working Papers	7
	Final	P
Financial Statement	Audited	P
Grant applications	Employment	7
	Provincial operating	P
	other	7
GST	applications for refund	7
Income Tax Returns	Charitable Organization return	7
Inquiries from the Public	<i>see Patrons</i>	
Inventory	Records, year end	7
	Anniversary years	P
Investments	Files	7
Ledgers	General	P
Library Legislation	Acts, Regulations after superseded	Current 7
Minutes	Library Board	P
Needs Assessment	<i>see Planning</i>	
Patrons	Registration forms	Current
	After expiration	1
	Reference questions	Current
	After statistics complete	1
	Loan records (computer)	Current
	Interlibrary loans	Current
	After statistics complete	1
Periodicals	subscription orders/cancellations	7
	sponsorships	7
Personnel Files	<i>see employees</i>	
Photos	Albums, historical	P
	General - Same as related subject	P
Planning	Needs Assessment/Plan of Service After superseded	Current 7
Policy	Manual	Current
	Superseded articles	7
Programs	Plans, reports, evaluations	7
	Registrations	1
	Samples	P
	One-of-a-kind, e.g. anniversary	P
Reports	<i>see Administration</i>	
Vendors	Correspondence	1
Volunteers	<i>see employees</i>	