

TWO HILLS PUBLIC LIBRARY BOARD POLICY

RETENTION AND DISPOSITION OF RECORDS

APPENDIX D

POLICY 403

SUBJECT	DESCRIPTION	RETENTION PERIOD (IN YEARS)	ACTION	STORAGE SITE
ACCOUNTS	Asset Ledger	P		
	Bank (Deposit Books)	7		
	Bank (Memo debit and credit)	7		
	Bank (Statements and reconciliations)	7		
	Budget (Final Operating & Capital)	P		
	Cash Receipts Journal	7		
	Cheque stubs	7		
	Cheques (pd and cancelled)	7		
	Disbursement Journal	7		
	Duplicate Receipts	7		
	Financial statements (audited)	P		
	Financial statements (final)	P		
	Financial statements (interim)	7		
	Financial statements (working papers)	7		
	G.S.T. (Applications for refund)	7		
	Grant applications (employment)	7		
	Grant applications (other)	7		
	Grant applications (provincial operating)	P		
	Investments	7		
	Ledgers (general)	P		
	Paid Invoices	7		
ADMINISTRATION	Reports (not part of minutes)	7		
	Reports (part of minutes)	P		
ADVERTISING	General	2		
AGENDAS	Agendas (part of minutes)	P		
AGREEMENTS	See (CONTRACTS/AGREEMENTS)			
AB COMMUNITY DEVELOPMENT	Annual Reports	P		
	Public Library Statistics (published)	7		
ASSETS	See (ACCOUNTS)			
BANK	See (ACCOUNTS)			
BOARD	Authority & Structure	P		
	Minutes	P		
BUDGET	See (ACCOUNTS)			
BY-LAWS	All	P		
CALENDARS	Work schedules, meetings, events, all-in-one	7		
CASH	See (ACCOUNTS)			
CHEQUES	See (ACCOUNTS)			
COMMITTEE	Notes	7		
CONFERENCES/WORKSHOPS	Notes, handouts, information	1		
CONTRACTS/AGREEMENTS	Library System, other boards, Town	Current		
	Copies (after superseded)	7		
CORRESPONDENCE	General	7		
	Historical	p		
DISBURSEMENTS	See (ACCOUNTS)			
EQUIPMENT	Manuals, warranties, proof of purchase	Current		
FINANCIAL STATEMENTS	See (ACCOUNTS)			
GRANTS	See (ACCOUNTS)			
G.S.T.	See (ACCOUNTS)			
INQUIRIES FROM PUBLIC	See (PATRONS)			
INVENTORY	Records, year end	7		
	Anniversary years	p		

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INVESTMENTS	See (ACCOUNTS)		
LEDGERS	See (ACCOUNTS)		
LIBRARY LEGISLATION	Acts, Regulations	Current	
	After superseded	7	
MINUTES	See (BOARD)		
PAID INVOICES	See (ACCOUNTS)		
PATRONS	Registration Forms	Current	
	After expiration	1	
	Reference questions	Current	
	After statistics complete	1	
	Interlibrary Loans	Current	
	After statistics complete	1	
PHOTOS	Albums, historical	p	
	General	p	
PLANNING	Needs Assessment/Plan of Service	Current	
	After superseded	7	
POLICY	Manual	Current	
	After superseded	7	
PROGRAMS	Plans, reports, evaluations	7	
	Registrations	1	
	Samples	p	
	One-of-a-kind (anniversary, etc.)	p	
RECEIPTS	See (ACCOUNTS)		
REPORTS	See ADMINISTRATION		

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