

Vilna & District Municipal Library Board Policy Manual

APPENDIX D

Policy 403

RETENTION AND DISPOSITION OF RECORDS

SUBJECT	DESCRIPTION	RETENTION PERIOD (in years)	ACTION	STORAGE SITE
ACCOUNTS	Asset Ledger	P	H	
	Bank (Deposit Books)	7	D	
	Bank (Memos debit and credit)	7	D	
	Bank (Statements and reconciliations)	7	D	
	Budget (Final Operating & Capital)	P	H	
	Cash Receipts Journal	7	D	
	Cheque Stubs	7	D	
	Cheques (pd and cancelled)	7	D	
	Disbursement Journal	7	D	
	Duplicate Receipts	7	D	
	Financial Statements (audited)	P	H	
	Financial Statements (Final)	P	H	
	Financial Statements (Interim)	7	D	
	Financial Statements (working copy)	7	D	
	G.S.T. (Applications for refund)	7	D	
	Grant Applications (Employment)	7	D	
	Grant Applications (Other)	7	D	
	Grant Applications (Provincial Operating)	P	H	
	Investments	7	D	
	Ledgers (General)	P	H&E	
	Paid Invoices	7	D	
ADMINISTRATION	Reports (Not part of minutes)	7	D	
	Reports (Part of minutes)	7	D	
ADVERTISING	General	2	D	
AGENDAS	Agendas (part of minutes)	P	H	
AGREEMENTS	See CONTRACTS/AGREEMENTS			
AB COMMUNITY DEVELOPMENT	Annual reports	P	H	
	Public Library Statistics (Published)	7	D	
ASSETS	See FINANCE			
BANK	See FINANCE			
BOARD	Authority & Structure	P	H	
	Minutes	P	H	
BUDGET	See FINANCE			
BY-LAWS	ALL	P	H	
CALENDARS	Work schedules, meetings,	7	H	

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	events, all-in-one			
CASH	See FINANCE			
CHEQUES	See FINANCE			
COMMITTEE	Notes	7	D	
CONFERENCES / WORKSHOPS	Notes, handouts, information	1	D	
CONTRACTS/ AGREEMENTS	Library system, other boards, village	Current	H	
	Copies (after superseded)	7	D	
CORRESPONDENCE	General	7	D	
	Historical	P	H & A	
DISBURSEMENTS	See FINANCE			
EQUIPMENT	Manuals, warranties, proof of purchase	Current	D	
FINANCIAL STATEMENTS	See FINANCE			
GRANTS	See FINANCE			
G.S.T.	See ACCOUNTS			
INQUIRIES FROM PUBLIC	See PATRONS			
INVENTORY	Records, year end	7	D	
	Anniversary years	P	H	
INVESTMENTS	See FINANCE			
LEDGERS	See FINANCE			
LIBRARY LEGISLATION	Acts, regulations	Current		
	After superseded	7	D	
MINUTES	See BOARD			
PAID INVOICES	See FINANCE			
PATRONS	Registration forms	Current		
	After expiration	1	D	
	Reference questions	Current		
	After statistics complete	1	D	
	Interlibrary loans	Current		
	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	After superseded	7	D	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	After superseded	7	D	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	P	H	
	One-of-a-kind (anniversary, etc.)	P	H & A	
RECEIPTS	See FINANCE			
REPORTS	See ADMINISTRATIONS			

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