



Taber Public Library
Records Management

Schedule "A"

| <u>SUBJECT</u> | <u>DESCRIPTION</u> | <u>YEARS</u> | <u>ACTION</u> |
|------------------------|------------------------------|--------------|---------------|
| Accountants | Working papers | 7 | De |
| Accounts | Receivable paid invoices | 7 | De |
| Agendas | Part of minutes | Permanent | H&E |
| Agreements | Copies after superceded | Permanent | H |
| | Signature Page | Permanent | H |
| AB. Municipal Affairs | Public Stats | 5 | De |
| Annual Reports | CARLS | Permanent | H |
| Annual Reports | Local Board | 7 | De |
| Architectural Drawings | Building | Permanent | H |
| Audit | Monthly Financial Statements | 1 | De |
| | Working papers | 7 | De |
| | Final Audit | Permanent | H |
| Bank | Deposit Books | 7 | De |
| | Debits/Credits | 7 | De |
| | Reconciliations | 3 | De |
| | Statements | 7 | De |
| Board | Minutes | Permanent | H |
| Briefs/Reports | To Government | 7 | De |
| Budgets | Final | Permanent | H |
| Building | Design Estimates | 3 | De |
| | Files | 15 | De |
| | Inspection records | Permanent | H |
| | Purchase of land | Permanent | H |
| Bylaws | All | Permanent | H |
| Cash | Receipt Journals | 7 | De |
| | Petty Cash Vouchers | 3 | De |
| Certificates | Title | Permanent | H |
| Cheques | Paid (cancelled) | 7 | De |
| | Register | 7 | De |
| | Stubs/Duplicates | 7 | De |
| Committee | Minutes | Permanent | H |
| Contracts | | Permanent | H |
| Correspondence | General | 7 | De |
| | Historical | Permanent | H |
| Court Cases | | Permanent | H |
| Deeds | | Permanent | H |
| Employee Benefits | WCB Claims | Permanent | H |
| | Other Claims | Permanent | H |
| Employees | Applications/hired | Permanent | H |
| | Applications/not hired | 1 | De |
| | Job Descriptions | 5 | De |
| | Personnel Files | Permanent | H |
| Grant Applications | General | 7 | De |
| Income Tax | Expense Forms | 1 | Re |
| | Deductions | 7 | De |
| | TDI Forms | 1 | Re |
| | T4 slips/summaries | Permanent | H |
| Insurance | Claims | Permanent | H |
| Journals | General | Permanent | H |
| Land | Purchase | Permanent | H |

...continued

| <u>SUBJECT</u> | <u>DESCRIPTION</u> | <u>YEARS</u> | <u>ACTION</u> |
|------------------------|----------------------------|--------------|---------------|
| Leases | After Expiration | 7 | De |
| Ledgers | General | Permanent | H |
| Legal | Opinions | Permanent | H |
| | Proceedings | Permanent | H |
| Legislation | Acts – after superceded | 1 | De |
| Media Releases | | Permanent | H&E |
| Minutes | Board | Permanent | H |
| | Committee | Permanent | H |
| Newspaper Clippings | | Permanent | H |
| Organization | Structure/records | Permanent | H |
| Payroll | Garnishees | 3 | De |
| | Individual Earnings record | Permanent | H |
| | Journal | Permanent | H |
| | Rough sheets | 1 | De |
| | Time sheets | 5 | De |
| | EI records | 5 | De |
| Personnel Files | | Permanent | H |
| Photos | General | Permanent | H |
| Policy | After superceded | 10 | De |
| STEP | | 7 | De |
| Publications | Newsletters | 1 | De |
| Purchase Orders | Paid | 2 | De |
| Receipts | Books | 7 | De |
| Requisitions | Paid | 7 | De |
| Summer Reading Program | Posters | 2 | De |
| | Samples | 2 | De |
| | Files | 2 | De |
| Termination | Employees | Permanent | H |
| Tenders | Files | 7 | De |
| Utilities | Location of | Permanent | H |
| Vendors | Correspondence | 2 | De |
| | Supplier Files | | Re |
| Workshops | Library Manager/Trustees | 5 | De |
| | Training/Development | 5 | De |

May 13, 2008
May 11, 2010
April 9, 2013
September 8, 2015
September 12, 2017