



Record Management Schedule A

Record Management Schedule "A"

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>YEARS</u>
Accountants	Working papers	7
Accounts	Receivable paid invoices	7
Agendas	Part of minutes	Permanent
Agreements	Copies after superseded	Permanent
	Signature Page	Permanent
AB. Municipal Affairs	Public Stats	5
Annual Reports	CARLS	Permanent
Annual Reports	Local Board	7
Architectural Drawings	Building	Permanent
Audit	Monthly Financial Statements	1
	Working papers	7
	Final Audit	Permanent
Bank	Deposit Books	7
	Debits/Credits	7
	Reconciliations	3
	Statements	7
Board	Minutes	Permanent
Briefs/Reports	To Government	7
Budgets	Final	Permanent
Building	Design Estimates	3
	Files	15
	Inspection records	Permanent
	Purchase of land	Permanent
Bylaws	All	Permanent
Cash	Receipt Journals	7
	Petty Cash Vouchers	3
Certificates	Title	Permanent
Cheques	Paid (cancelled)	7
	Register	7
	Stubs/Duplicates	7
Committee	Minutes	Permanent
Contracts		Permanent
Correspondence	General	7
	Historical	Permanent
Court Cases		Permanent
Deeds		Permanent
Employee Benefits	WCB Claims	Permanent
	Other Claims	Permanent
Employees	Applications/hired	Permanent
	Applications/not hired	1
	Job Descriptions	5
	Personnel Files	Permanent
Grant Applications	General	7
Income Tax	Expense Forms	1
	Deductions	7
	TD1 Forms	1
	T4 slips/summaries	Permanent



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Legislation	Acts – after superceded	1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Policy	After superceded	10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

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