

**APPENDIX "A"**

**FINANCIAL RECORDS**

<b>One Year:</b>	All records
<b>Seven Years:</b>	Financial Statements (not audited) Invoice Posting Journal Detailed open payables listing for vendors Transaction Batch List and Batch Status Report Cheque Reconciliation Cancelled cheques and bank statements Daily cash sheets Paid invoices Summary of vendor statistics with alphabetic vendor list Purchase orders Deposit books Journal entry file (with working papers)
<b>Forever:</b>	Audited Financial Statements General Ledger Transactions at a glance and Consolidation by Account Cheque Register

**PERSONNEL RECORDS**

<b>One Year:</b>	All records
<b>Seven Years:</b>	Payroll Transaction Register by pay period Payroll Deduction Register by pay period Payroll Register by pay period Employee Accrual Account (sick and vacation days and banked time) Employee Hour Analysis
<b>Forever:</b>	Library Staff Transaction Register Library Staff Deduction Register Payroll Register - Library W.C.B. Payment forms Superannuation annual report showing amounts submitted by City Payroll on behalf of the Board.

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## ADMINISTRATION RECORDS

In addition, it is the responsibility of the Library Director to keep those Administration records which will contribute to the continuous smooth operation of the Library.

**One Year:** Working papers used to determine budgets  
Donation letters

**Three Years:** Employee Personnel files  
Correspondence  
Budget proposals sent to City  
List of donators  
Board agenda packages  
Board committee agenda packages  
Board committee meeting minutes  
Agenda packages of all staff committee meetings  
Minutes of all staff meetings

**Forever:** Library Annual Reports  
Library statistics  
Board minutes  
Prince George Public Library study reports  
Building documents  
Annual budget comparison 1981-present  
Annual comparison of staff by departments