



CATEGORIES OF PUBLIC RECORDS

1. Financial Records
 - Budget
 - Appropriation Ordinance
 - Audit
 - Bills
 - Cancelled checks
 - Receipts for fines
 - Receipts for revenues
 - Real estate tax receipts
 - Salary schedule
 - Levy Ordinance
 - Annual Treasurer's Report

2. Administrative Records
 - Memoranda
 - Correspondence received and sent
 - Bidding specifications
 - Rules and regulations
 - Annual reports
 - Personnel Code
 - Personnel Files
 - Insurance records
 - Legal notices and publications
 - Consulting contracts
 - Maintenance and equipment contracts
 - Pension fund records
 - Worker's compensation records
 - Unemployment compensation records
 - Meeting reports

3. Board records
 - Board minutes
 - Board resolutions
 - Board ordinances
 - Secretary's audit
 - By-laws
 - Library policy