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

Revised: 12/22/09
Effective January 1, 2010