

# CATEGORIES OF PUBLIC RECORDS

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## 1. Financial Records

- Budget & Appropriation Ordinance
- Audit
- Invoices
- Cancelled checks
- Receipts for all revenue, including fines
- Real estate tax receipts & tax objections
- Salary schedule
- Levy Ordinance
- Annual Treasurer's Report
- Donor Records

## 2. Administrative Records

- Official Correspondence and electronic communications received and sent, including Memoranda
- Bidding specifications
- Rules and regulations
- Annual reports
- Personnel Handbook
- Personnel Files
- Insurance records, including worker's and unemployment compensation records
- Legal notices and publications
- Consulting & Program contracts
- Maintenance, construction and equipment contracts, including certified payroll if applicable
- Maps
- Microfilm
- Photographs
- Pension fund records
- Meeting reports
- Program/Meeting Sign ups

## 3. Board records

- Board agendas & minutes
- Board resolutions & ordinances
- Board recordings
- Secretary's audit
- By-laws
- Library policy

\*All documents are subject to the Freedom of Information Act, including any exemptions to documents listed above.