



# List of Records Maintained by the Marion Public Library Freedom of Information Law

## Legal Compliance

Maintained pursuant to Public Officers Law § 87(3)(c)

*“a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list. Each state agency as defined in subdivision four of this section that maintains a website shall post its current list on its website and such posting shall be linked to the website of the committee on open government. Any such agency that does not maintain a website shall arrange to have its list posted on the website of the committee on open government.”*

(Note: Not all listed records are available pursuant to the Freedom of Information Law [FOIL]).

Items below and other records maintained by the Marion Library are subject to the library’s Records Retention Policy.

## Subject Matter List

### Board

- Annual Reports/Plans of Service
- Bylaws
- Charter
- Meeting Agendas
- Meeting Minutes
- Organizational Amendments
- Records of Motions
- Resolutions
- Strategic Plans

### Financial Records

- Accounts Receivable Records
- Cash Activity Reports
- Planning and Budget Documents
- Receipt and Deposit of Funds
- Year to Date Reports /Balance Sheets
- Year-End Financial Statements

### Contracts/Purchasing Records

- Bidders' Proposal Files
- Contract Files
- Sales Tax Exemption Information

### Employment Information

- Employee Contracts or Agreements
- Employee Summary Service Records
- Employee Travel Authorizations and Expense Files
- Job Descriptions
- Payroll Records
- Timesheets

### Policy Manuals

- Policies: External Policy Manual/Internal Employee Policies

*Approved: September 17, 2024*