

MHLS Essential Documents Inventory Workbook changes as of 12/15:

External Worksheet

NO CHANGES

Internal Worksheet

Essential Documents

ADD - Bill of Rights (ALA)

Administrative

ADD - Records Management

Financial Controls

CHANGE:

- Disposition of Surplus Property changed to Disposition of Surplus Goods

ADD:

- Fund Balance / Reserve Funds

- Wire Transfer / Online Banking

- Travel and Conference

Personnel Worksheet

ADD - Whistleblower

REMOVE - Grievance (This has been removed, as a separate policy, as it has been determined to be a procedure within your Harassment and or Whistleblower policy.)