

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 422.1

Subject: Form for Important Documents Storage

The following item(s) are placed with the Crawford County Comptroller for safe-keeping in the vault of the Crawford County Treasurer.

| Date | Item Description | Signature of Receiving Official |
|-------|------------------|---------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature of Library Director or Board Member

Original document is filed in the Crawford County Library and a copy is given to the Comptroller for record keeping.

ADOPTED: November 14, 2000

REVIEWED: