

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Library Services Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
CATALOG Records describing the library information sources owned by the University.	Campus Libraries*	Retain until no longer needed for University business, then destroy	GS 15021	Essential
CIRCULATION Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Item circulation history • User/patron records (applications for membership, borrow registration, parent/guardian permissions) Excludes: <ul style="list-style-type: none"> • Interlibrary loans covered by Collection Control--General (GS 15023); • Records relating to fines/fees covered by Financial Transactions -- General (DAN GS 01001; see Acct/Fisc Recs table) and Financial Disputes and Collections (DAN GS 01003; see Acct/Fisc Recs table). 	Campus Libraries* OR Manuscripts, Archives, and Special Collections*	Retain until no longer needed for University business, then destroy.	GS 15022 Rev. 1	
COLLECTION CONTROL Records documenting the physical control of the library's collection. Includes, but is not limited to: <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Finding aids; • Interlibrary loans • Shelf list/inventory of holdings Excludes records covered by: <ul style="list-style-type: none"> • Acquisition and Disposal -- Assets (Other than Real Property) (DAN GS 21001; see Property Mgmt Recs table); • Contracts and Agreements (DAN GS 01050; see Acct/Fisc Recs table) (for agreements relating to bequests); • Inventories -- Capital Assets (DAN GS 16008; see Property Mgmt Recs table) (for collection items considered capital assets); • Inventories -- Supplies, Commodities and Parts (DAN GS 16004; see Property Mgmt Recs table) (for collection items not considered capital assets). 	Campus Libraries* OR Manuscripts, Archives, and Special Collections*	Retain until no longer needed for University business, then destroy.	GS 15023 Rev. 1	Essential