# ALL–UNIVERSITY RECORDS RETENTION SCHEDULE

<table>
<thead>
<tr>
<th>RECORD SERIES TITLE—FUNCTION/PURPOSE</th>
<th>LOCATION (<em>OFFICIAL COPY</em>)</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DISPOSITION AUTHORITY NO.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATALOG</td>
<td>Campus Libraries*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 15021</td>
<td>Essential</td>
</tr>
<tr>
<td>Records describing the library information sources owned by the University.</td>
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<tr>
<td>CIRCULATION</td>
<td>Campus Libraries* OR Manuscripts, Archives, and Special Collections*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 15022 Rev. 1</td>
<td></td>
</tr>
</tbody>
</table>
| Records relating to the borrowing, lending, and returning of items in the library's collection. Includes, but is not limited to:  
  • Item circulation history  
  • User/patron records (applications for membership, borrow registration, parent/guardian permissions)  
  Excludes:  
  • 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). |                                  |                                |                      |         |
| COLLECTION CONTROL                  | Campus Libraries* OR Manuscripts, Archives, and Special Collections* | Retain until no longer needed for University business, then destroy. | GS 15023 Rev. 1 | Essential |
| Records documenting the physical control of the library's collection. Includes, but is not limited to:  
  • Accession and deaccession (discard) of items;  
  • Finding aids;  
  • Interlibrary loans  
  • Shelf list/inventory of holdings  
  Excludes records covered by:  
  • 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). |                                  |                                |                      |         |