

GENERAL RECORDS SCHEDULE 4.4: Library Records

Agency library and information centers collect material related to their agency’s mission or focus. Library services include administering the program, collecting data and information, and transferring collected data and information to the end customer. This schedule covers records that document a library’s administration and daily operations. This schedule does not cover nonrecord material such as library and museum material agencies make or acquire and preserve solely for reference or exhibition purposes, extra copies of documents agencies preserved only for convenient reference, and stocks of publications and of processed documents. This schedule also does not include unique or special collections, which agencies must schedule based on their content.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Library administrative records. Records documenting a library’s planning and management. Records may document library policies, procedures, and statistics. Includes records such as:</p> <ul style="list-style-type: none"> • strategic plans, project plans • policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material • promotional material describing library services and resources • correspondence and records on library staffing and relations with other libraries • quick guides to library databases and resources , topical or customized reading lists, and bibliographies <p>Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see GRS 1.1, Financial Management and Reporting Records.</p>	<p>Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.</p>	<p>DAA-GRS-2015-0003-0001</p>
020	<p>Library operations records. Records documenting the daily activities of running a library. Includes:</p> <ul style="list-style-type: none"> • reference inquiries and responses • correspondence and records about normal cataloging, circulation, and document delivery activities • visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms • photocopying and digitization requests 	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2015-0003-0002</p>
030	<p>Inter Library-Loan (ILL) requests.</p>	<p>Temporary. Destroy 5 years after completing the transaction.</p>	<p>DAA-GRS-2015-0003-0003</p>