

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

COPY



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

<p>RETENTION SCHEDULE</p> <p># <u>09-3-10</u></p>

AGENCY: Connecticut State Library	AGENCY ADDRESS: 231 Capitol Avenue, Hartford, CT 06106	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Library Division: Collection Management		If revised, superseded retention schedule number(s): 95-2-10, 95-2-6, 95-2-5

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 05/13/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 05/13/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 05/26/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
A. ACQUISITIONS AND COLLECTION DEVELOPMENT RECORDS					
1.	Acquisition Files Consists of records documenting the acquisition, description and holdings of all library materials (print and electronic, serials and monograph, municipal, state, and federal documents). Including, but not limited to: depository monographs, inactive serials, serial lists, and serials inventory worksheets. Includes active, sold, and discarded titles.	Continuously updated	N/A	Continuously updated	
(S1-160)	Collection Development Committee Files Consists of minutes of meetings and related documents of the Collection Development Committee. Files are arranged chronologically.	5 years from date of meeting	N/A	5 years from date of meeting	Unit Head is the record custodian of records.
2.	Deaccession Files Consists of records related to the removal of library materials from the collection. Including, but not limited to: buyer or recipient names, correspondence, and related documents. Files are arranged chronologically by deaccession.	Permanent	N/A	Permanent / Archival	Contact State Archivist to arrange transfer.
3.	Gifts of Library Materials Consists of records related to gifts of library materials to the State Library from other institutions or individuals. Including, but not limited to: correspondence and related documents. Files are arranged chronologically.	3 years from date of gift	N/A	3 years from date of gift	

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		Office (A)	Off-site (B)	Total (A + B)	
4.	Gifts and Exchanges of Library Materials Consists of records related to exchanges of library materials between other libraries and the State Library. Including, but not limited to: correspondence, survey letters, lists of libraries, and related documents. Files are arranged chronologically.	3 years from date of gift/exchange	N/A	3 years from date of gift/exchange	
5.	Analysis of Funds Consists of periodic analysis of funds needed to renew serials and continuations. These are working papers and not subject to audit. Includes reviewing expenditure balances with fiscal services. Files are arranged chronologically.	1 year from end of fiscal year	N/A	1 year from end of fiscal year	
B. CIRCULATION RECORDS					
6.	Borrower Registration Applications Consists of applications (hard copy and electronic record) to obtain a library card. Files are arranged alphabetically by last name of patron.	Until superseded, or length of registration	N/A	Until superseded, or length of registration	Library card expires after one year.
7.	Borrower Transaction Records Consists of records of library materials checked-out by borrowers. Includes loans to patrons and libraries via InterLibrary Loan (ILL).	Until item returned	N/A	Until item returned	Pursuant to Library's Privacy Rights and Confidentiality of Records policy, when library material is returned, record of last patron transaction is deleted from the system within six months.
8.	Fees, Open Consists of records related to billing for replacement for unreturned library materials. Fees have not been paid. Including, but not limited to: notification letters and invoices. Files are arranged chronologically.	Until paid or closed	N/A	Until paid or closed	
9.	Fees, Closed Consists of records related to billing for replacement for unreturned library materials. Fees have been paid. Including, but not limited to: notification letters and invoices. Files are arranged chronologically.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	Official financial record is maintained at fiscal office.
10.	Interlibrary Loan Requests for Copies Consists of records related to InterLibrary Loan (ILL) requests and request for reproductions from other libraries. Including, but not limited to: requests and copies of invoices.	3 years from date request filled	N/A	3 years from date request filled	Pursuant to National Commission on New Technological Uses of Copyright Works (CONTU) guidelines, ILL requests should not substitute for a subscription to, or purchase of, copyrighted materials.

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C. DOCUMENT DEPOSITORY PROGRAM RECORDS					
11.	Depository Files Consists of correspondence and shipping lists to/from state and federal depository libraries. Files are arranged chronologically by date.	2 years from date of correspondence	N/A	2 years from date of correspondence	
D. PRESERVATION RECORDS					
12.	Bindery Database Consists of database of library materials that were sent to bindery.	Continuously updated	N/A	Continuously updated	
13.	Connecticut Newspaper Project Database Consists of database for the Connecticut Newspaper Project, which lasted from 1991 to 2002.	Continuously updated	N/A	Continuously updated	
14.	Connecticut Newspaper Project Files Consists of grant files for the Connecticut Newspaper Project. Including, but not limited to: National Endowment of the Humanities (NEH) applications, awards, and interim/final reports.	Permanent	N/A	Permanent / Archival	Files are maintained in both the Preservation office and the Director of the Library Division's office; Contact State Archivist to arrange transfer.
15.	Connecticut Newspaper Project Surveys Consists of surveys for the Connecticut Newspaper Project. Including, but not limited to: data input forms, updated surveys, and vendor quality control reports for microfilm inspections.	Permanent	N/A	Permanent	Microfilm should be re-inspected every 5 to 10 years.
16.	Digital Collections Project Files Consists of records related to digital collections, e.g., 1934 aerial survey. Including, but not limited to: metadata (about scanned items; preservation of digital objects), inspection reports, and related documents.	Permanent	N/A	Permanent	Digital collections include digitized objects, as well as born-digital objects.
17.	Preservation Database Consists of database documenting conservation of library materials.	Continuously updated	N/A	Continuously updated	
18.	Preservation Work Slips Consists of work slips documenting conservation of library materials. A new work slip is created for each conservation treatment and information related to conservation treatment is posted to the preservation database.	2 years from date of conservation treatment	N/A	2 years from date of conservation treatment	
E. SERIALS RECORDS					

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		Office (A)	Off-site (B)	Total (A + B)	
(S3-825)	License Agreements Consists of license agreements and contracts with vendors for electronic serials.	Until expiration of contract and audited	N/A	Until expiration of contract and audited	
19.	Renewals Consists of lists of serial titles purchased for renewal.	1 year from date renewed	N/A	1 year from date renewed	
20.	Usage Reports Consists of usage reports for electronic serials (e-journals and e-resources), e.g., patron access and use. Including, but not limited to: internal and external reports.	1 year from date of report	N/A	1 year from date of report	