

RECORDS RETENTION AND DISPOSITION SCHEDULE



LAW LIBRARIES

**DIVISION OF COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT**

July 1999

LAW LIBRARIES

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>CATALOGS OF HOLDINGS</p> <p>Catalogs and/or lists serving as an inventory of all current legal reference holdings in law libraries and judicial chambers. Catalogs include, but are not limited to: the card catalog, shelf list, OCLC, accession files, Kardex file, journals, reports, serials and other published materials.</p>	Retain permanently for research purposes.
00000.	<p>CIRCULATION FILES</p> <p>a) OPERATIONAL FILES Files created to document the loan of library materials to patrons. Files include, but are not limited to: logs, charge-out cards, and related records.</p> <p>b) OVERDUE COLLECTION FILES Files documenting the return of library materials and the actions taken to retrieve those materials. Files may include correspondence and related documentation.</p>	<p>a) Retain for three years, then destroy.</p> <p>b) Retain for six years, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>CORE COLLECTION ACQUISITION FILES</p> <p>Files created to document the acquisition of library materials. Files include: legal reference check list, publisher monthly statement, copies of purchase orders, vouchers, receipts, invoices, and supporting documentation.</p> <p>a) Contract Related Files</p> <p>b) Non-Contract Related Files</p>	<p>a) Retain for six years after expiration of contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years (after payment), then destroy.</p>
00000.	<p>CORRESPONDENCE FILES</p> <p>Any form of addressed and written communication sent or received.</p> <p>a) Correspondence Which Affects Policy</p> <p>b) All Others</p>	<p>a) Retain permanently.</p> <p>b) Retain until no longer needed, then destroy.</p>
00000.	<p>DEACCESSIONING FILES</p> <p>Files documenting information on all prior holdings of law libraries and judicial chambers research collections. File includes: manual and automated catalogs, lists of withdrawn titles, journals, reports, serials, other published materials and supporting correspondence.</p>	<p>Retain for six years after the title is withdrawn, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EDUCATION AND TRAINING STAFF FILES Files documenting seminars provided annually by the Office of Court Administration and other groups or associations. Information may include staff attendance, program information and other related materials.	Retain five years, then destroy.
00000.	GIFTS AND EXCHANGE LISTS Lists of legal reference materials offered to the Unified Court System.	Retain until no longer needed, then destroy.
00000.	GRANT PROGRAM FILES Files documenting the grant application and award process. Files includes: application, proposal, agreement, narrative, evaluation, annual report, background material, fiscal records and other documentation.	Retain for six years after expiration of grant, then destroy.
00000.	INTERLIBRARY LOAN FILES File created to document the exchange and use of materials between libraries. Information may include requests, receipts, photocopy logs, accounting, and circulation records.	Retain for three years after payment, then destroy.
00000.	JUDICIAL DECISIONS TRANSMISSION FILES Files of judicial opinions or memoranda which are transferred to vendors. Information may include: date received, name of judge, case name, opinion or memoranda, date transferred and time.	Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	MANUALS, HANDBOOKS, REPORTS	
	<p>a) POLICIES, PROCEDURES AND STANDARDS Manuals/handbooks containing policy and procedures related to library matters. Includes, but is not limited to Collection Development Policy and Circulation Policy.</p>	<p>a) Retain one master copy (original and all subsequent updates) permanently for research purposes. All others retain until superseded, then destroy.</p>
	<p>b) SPECIAL REPORTS Reports reflecting law library operations. Reports include, but are not limited to: Annual Library Report, Board of Trustee Report, Patron Survey Report, Three Year Plan, Library Operation Survey.</p>	<p>b) Retain permanently for research purposes.</p>
	<p>c) GENERAL INSTRUCTIONS Manuals and handbooks containing general instructions on library operations. May include: general instruction manuals, filing instructions, library operations manual.</p>	<p>c) Retain until superseded, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	OPERATIONAL TRACKING FILES	
	Files created to track statistical information on library services and activities. Information includes: circulation usage, reference inquiries, cataloging, OCLC use and on-line searching use.	
	a) Contract Related Files	a) Retain for six years after expiration of contract or final payment, whichever is later, then destroy.
	b) Non-Contract Related Files	b) Retain for three years after payment, then destroy.
	c) All Others	c) Retain until superseded or obsolete, then destroy.
00000.	PATRON SURVEY FILES	
	Files containing assessments of library services and activities.	
	a) Information Incorporated into Reports from Patron Surveys	a) Retain for one year after report is issued, then destroy.
	b) All Others	b) Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>PROJECT FILES</p> <p>Files created to define a specific activity. They are usually initiated in response to a specific need and may result in a conclusion, report, or additional action. Files include but are not limited to: Retrospective Cataloging, On-Line Resource Assessment and Computer Assisted Legal Research Training Project.</p> <p>a) Projects Which Result in a Substantive Report or Policy</p> <p>b) All Others</p>	<p>a) Retain permanently.</p> <p>b) Retain until no longer needed, then destroy.</p>
00000.	<p>REFERENCE REQUEST FILES</p> <p>Files of requests for reference services. Files include: call slips, requests for database searches, requests for research services, and related records.</p> <p>a) Information Incorporated into Reports from Reference Requests</p> <p>b) All Others</p>	<p>a) Retain for one year after report is issued, then destroy.</p> <p>b) Retain for one year, then destroy.</p>
00000.	<p>STAFF MEETING FILES</p> <p>Files documenting staff meetings. Files include, but are not limited to: meeting participation lists and information related to issues which affect library operations.</p>	<p>Retain permanently.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p data-bbox="358 268 618 310">SUBJECT FILES</p> <p data-bbox="358 352 1008 472">Files arranged by subject/topic matter. Subjects include, but are not limited to library management and various professional associations.</p>	<p data-bbox="1101 352 1393 436">Retain until no longer needed, then destroy.</p>

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