

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
LIBRARIES**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGLIB-001	<p>SHELF LISTS (INVENTORY OF HOLDINGS)</p> <p>Inventory of all library holdings, including all volumes and titles in the collection. Generally arranged in shelf or class order.</p>	VITAL	Replace as updated.
LGLIB-002	<p>LIBRARY CATALOGS</p> <p>Finding aids that provide access to library holdings by subject, title and author.</p>		Replace as updated.
LGLIB-003	<p>CIRCULATION RECORDS</p> <p>Document the loaning and return of library materials. Include information concerning non-return and damage, plus fees/fines received and outstanding.</p> <p>A. Lists of materials loaned/returned</p> <p>B. Lists of fees and fines received due to late return, non-return, and damage</p> <p>C. Lists of all outstanding materials, fees and fines</p> <p>D. Annual statistics</p>		<p>NOTE: Information is confidential. Disposal should be handled accordingly.</p> <p>Retain at agency until materials are returned; destroy.</p> <p>Retain at agency; successful audit; destroy.</p> <p>Retain at agency 3 yrs; successful audit; destroy.</p> <p>Retain at agency; submit copy to Archives for permanent preservation.</p>
LGLIB-004	<p>FINE AND LOST BOOK REIMBURSEMENT ACCOUNTS</p> <p>Document monies received for overdue book fines and the replacement of lost books. May include receipts, checks, warrants, vouchers, and ledgers.</p>		Retain at agency; successful audit; destroy.
LGLIB-005	<p>INTER-LIBRARY LOANS</p> <p>Loans of materials received from and sent to other libraries.</p>		Retain at agency until transaction is completed; destroy.
LGLIB-006	<p>PATRON REGISTRATIONS</p> <p>Information about patrons, containing addresses, phone numbers, and names of patrons, parents or guardians.</p>		Replace as updated.

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SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGLIB-007	MEETING ROOM REQUESTS Applications to use meeting rooms and charges to be paid.		Retain at agency 6 months; destroy.
LGLIB-008	VOLUNTEER GROUP RECORDS		DELETED. See LGADM-033.
LGLIB-009	PUBLIC NOTICES Include news releases and public service announcements concerning library activities/programs.		Retain at agency 1 yr; destroy.
LGLIB-010	COPYRIGHT COMPLIANCE RECORDS Forms verifying compliance with federal copyright laws.		Retain at agency 3 yrs; destroy.