

University Libraries Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Acquisition Records	Hold while items remain in University Library holdings.	Restricted.	6099
Bibliographic Records	Maintain while item remains in holdings. Delete quarterly following deaccession of final item (copy) described in bibliographic catalog record.	Public.	6100
Bindery Lists	Maintain associated records until completion of service (return of book) plus 1 year and then destroy, regardless of format.	Public.	5611
Check Out Statistics	Hold permanently in the integrated library system.	Restricted.	5755
Circulation Records, Current	Maintain until item is returned, then destroy.	Restricted. Subpoena or court order required.	5612
Circulation Records, Overdue and Billing	Retain until fine is collected or forgiven, then destroy.	Restricted. Subpoena or court order required.	5613
Copyright Release Records	Retain for year of request, plus 3 years, then destroy.	Restricted as requested by publisher/author.	5619
Deeds of Gift	Retain permanently.	Restricted as requested by donors or authors.	5617

Document Delivery (DD) Lending Request – Patron-Specific Information	Retain until confirmation of book's return to source library, then destroy.	Restricted. Subpoena or court order required.	5620
Document Delivery (DD) Search Requests – Borrowing	Retain for 3 years from date of return, then destroy.	Restricted. Subpoena or court order required.	5621
Electronic Reserves	Maintain for current semester then purge all versions, regardless of storage media.	Public.	5618
Order Records for Deaccessioned Items	Hold paper spreadsheets 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	6101
Patron Records – Community	Retain in system until last date of contact plus 1 year, then destroy.	Restricted. Subpoena or court order required.	5614
Patron Records – Faculty/Staff/Emeritus	Retain in system until overwritten by latest HR (Human Resources) dataload.	Restricted. Subpoena or court order required.	5615
Patron Records – Student	Retain in system until overwritten by latest Registrar dataload.	Restricted. Subpoena or court order required.	5616
Phone Logs	Hold 3 years after release of audit, then destroy.	Public.	6074
Statistical Reports	Final reports are kept permanently. Departments may destroy copies of preliminary statistics and working papers submitted to Dean's Office after annual reports submitted to national organizations.	Public.	5622

Volunteer Applications	Hold 3 years, then dispose.	Restricted.	6102
SPCOL Appraisal Files	Hold permanently in case files.	Restricted.	6073
SPCOL Case Files	Hold permanently.	Restricted.	6028
SPCOL Curatorial Files	Hold general correspondence 5 years, then dispose; transfer donor correspondence to case files for permanent retention; hold other files permanently.	Restricted.	6029
SPCOL Digital Camera Forms	Hold 10 years, then destroy.	Restricted.	6030
SPCOL Digital Lab Notification of Intent to Publish Forms	Hold 10 years, then destroy.	Restricted.	6026
SPCOL Digital Lab Reproduction Order Forms	Hold 10 years, then destroy.	Restricted.	6027
SPCOL Exhibition Contracts – Incoming	Hold 12 years after close of exhibition, then destroy.	Restricted.	6031
SPCOL Exhibition Contracts – Outgoing	Hold 12 years after close of exhibition, then destroy.	Restricted.	6032
SPCOL Exhibition Shipping/Receiving Files	Hold 12 years after close of exhibition, then destroy.	Restricted.	6033
SPCOL Photocopy Request Forms	Hold 10 years, then destroy.	Restricted.	6034

SPCOL Researcher Forms	Hold 10 years, then destroy.	Restricted.	6035
SPCOL Usage Statistics	Hold permanently.	Public.	6036