

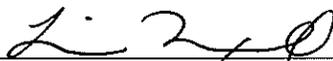
Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Library Records

Schedule Number:
000-12-17

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

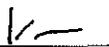


Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *March 8, 2012*

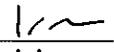
**Records Retention Schedule for
All Public Bodies
Library Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Book Discussion Group Records (including records of books checked out for book discussion groups)	1	After created or received
2.	Bookmobile Program Records (program documentation for the Preschoolers acquiring Literacy Skills (PALS) and County bookmobiles including waiting lists of sites requesting service and sites currently receiving service, information brochures and schedules)	-	After administrative value has been served
3.	Borrowers/Cardholders / Visitor Registration Records (including records for users of public access computers)	-	After expired, updated or obsolete
4.	Catalog of Collection Holdings (including shelf lists)	-	After item referred to is removed from the collection
5.	Circulation Records a. Borrower-specific (Confidential pursuant to ARS §41-1354) b. Book title and/or author-specific	- -	After administrative value has been served After administrative value has been served
6.	Community Service Records	1	After application received
7.	Donation/Gift Records (including one-time and on-going) a. Added to collection b. Not added to collection	- -	After administrative value has been served After administrative value has been served
8.	Equipment Reservation/Sign-up Records	-	After administrative value has been served
9.	E-Rate Records (including technology plans)	6	After fulfilled, cancelled or revoked (47 CFR 54.516)

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10.	Incident/Accident Records a. Public i. Incidents for which Law Enforcement/Fire personnel were notified and which represent an on-going safety issue for library staff and the public ii. Routine incidents for which Law Enforcement/Fire personnel were not notified, and which do not represent an on-going safety issue b. Employee	10 3 5	After reported After reported After reported
11.	Intra- and Inter-Library Loan Records a. Photocopies of periodicals (when borrowing in a manner that retains the numbers of copies of periodicals being borrowed) b. All other records	3 -	After calendar year created (in compliance with Commission on New Technology Uses (CONTU) guidelines/copyright laws) After administrative value has been served
12.	Jail Library – Patron Request Records (requests to borrow materials or for the library to purchase materials not currently owned)	-	After administrative value has been served
13.	Library Display/Exhibit Records (displays of art or authors including forms, waivers, inventory lists, and other related records) a. Calendar of exhibits b. All other records	10 3	After created After exhibit removed
14.	Library History Collection Records (records regarding library buildings, including photographs of events and newsletters)	Permanent	Preserve pursuant to ARS §39-101
15.	Lost Item Receipts (records created for payment for item lost by patron including books, CD's, DVD's, and other items)	3	After fiscal year created

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16.	Special Services Machine Exchange forms (forms used to exchange machines from the Arizona Braille and Talking Book Library including user name, address and phone number. Machines are owned by the Arizona Braille and Talking Book Library)	1	After equipment returned
17.	Statistical Records a. Annual	10	After created. Transfer 1 copy to Arizona State Library, Archives, and Public Records.
	b. All others	-	After cumulative update completed
18.	Summer Reading Program Records (records of summer reading program including samples of handouts, registration materials, information on incentive prizes, lists of presenters and any fees charged and other related records)	-	After administrative value has been served
19.	Working Records for Online Catalog (including item records downloaded from vendor or bibliographic utility databases for which local cataloging has not yet been completed)	-	After superseded or obsolete

Supersedes schedules for Community College Districts; Counties; Municipalities; School Districts and Charter Schools; Special Districts; and State Agencies, Board and Commissions dated November 20, 2009

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