

GRS 4.4 Library Records

This file contains three documents. The Draft Schedule is the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule. The Crosswalk provides additional help in schedule implementation.

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National Archives and Records Administration
Office of the Chief Records Officer
GRS Team
February 5, 2015

GENERAL RECORDS SCHEDULE 4.4: Library Records Draft 02-2-2015

Agency library and information centers collect material related to their agency’s mission or focus, and provide reference copies of agency created publications. Library services include general program administration, collection of data and information, and the transfer of collected data and information to the end customer. They may serve the public by providing phone and email reference and public access to computers.

This schedule does not include special collections, which must be scheduled based on their content.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Library administration and program records. These records document the planning, management, and operations of maintaining a library collection. Records may document requests for research services, statistics, holdings, policies and procedures, and information about document delivery. Includes records such as:</p> <ul style="list-style-type: none"> • reports and statistics • patron requests (and library’s responses) for research, bibliographies, training and other information sources • subscription, book, and Inter Library-Loan (ILL) requests emailed or received electronically • visitor logs, sign in sheets, patron information, and user information management • requests for photocopying and digitization, including copyright release forms • strategic plans, project plans • policies dictating collection development, acquisitions, loans and restrictions on library material • library promotional material describing library services and resources, this may include brochures, posters, flyers, and newsletters <p>NOTE: For records related to purchasing licenses, contractors or vendor support services see GRS 1.1 Financial Management and Reporting Records. These records may include:</p> <ul style="list-style-type: none"> • Licenses for copyright clearance center (CCC) • Subscriptions to electronic resources • Vendor contracts to purchase and maintain integrated library systems • Interagency agreements 	<p>Temporary. Destroy 5 year(s) after transaction is completed or superseded, but longer retention is authorized if needed for business use.</p>	Pending 0001

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Acquisition, cataloging and circulation records. Records created by program staff to track location of materials, allocate space, and enable users to identify holdings. These records document the loan or circulation of library materials, such as:</p> <ul style="list-style-type: none"> • cataloging records • on-line retrieval and circulation records • shelf lists • bibliographic instructional material, including user's guides • topical or customized reading lists • quick guides to library databases and resources • information about contracts and license agreements for managing digital resources (subscriptions to journal databases, e-books , etc) such as user agreements and password management 	<p>Temporary. Destroy after individual record has been superseded or items are no longer held within the collection, but longer retention is authorized if needed for business use.</p>	<p>Pending 0002</p>



Date: February 5, 2015
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Agency: General Records Schedules (GRS) **DRAFT**
Subject: 4.4 Library Records

INTRODUCTION

Schedule Overview Library Records

Additional Background Information

This schedule provides disposition authority for library and information center records. This is a new topical area and expansion of the GRS. Library and information center collections largely consist of reference material (non-records), and are universally recognized as being temporary in nature. Appraisal rationale rests on active use of the records as described by the individual agency programs.

NARA developed this schedule with assistance from: The Wirtz Labor Library, Department of Energy, Department of Homeland Security, US Environmental Protection Agency, Internal Revenue Service, and Social Security Administration.

Overall Recommendation

We recommend approval of the attached schedule.

APPRAISAL

Item 0001: Library Administration and Program Records

This new item covers operational records within library collections. These records document the planning, management, and operations of maintaining a library collection. Through our research, we found that agencies had scheduled similar items as temporary in the past.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Has little or no research value. These records are administrative in nature.
- * Similar records have been approved as temporary. Library General Correspondence Files, NC1-059-80-21, item 1b. Library Systems Development File, NC1-412-78-07, item 1. Distribution and Control Records, N1-AFU-89-012, item 20. Administrative Files, item 34, NC1-090-78-12.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. In general, agencies felt a 3 year retention sufficient. However, this item requires a longer retention than most library operations records because of a 1997 statutory change to the Copyright Act of 1976 which established a five year statute of limitations. We discussed this item with Hannah Bergman, NARA's legal counsel, who advised of a potential risk to the agencies to either bring affirmative litigation or defend themselves if there were no records. As a result, we opted to set the retention in accordance with the five year statute of limitations. Agencies may request a lower retention with the concurrence of their General Counsel and are authorized to keep records longer if they have a business need to do so.

Media Neutrality: Approved

Item 0002: Acquisition, Cataloging and Circulation Records

This new item covers records created by program staff to track location of materials, allocate space, and enable users to identify holdings. These records document the loan or circulation of library materials.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. These records are administrative in nature.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. Records are maintained as long as associated items are retained by agencies.

Agencies are authorized to keep records longer if they have a business need to do so.

Media Neutrality: Approved

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New GRS 4.4				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
4.4	010	5 years				New item	
4.4	020	When superseded				New item	

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