

**UNIVERSITY OF WISCONSIN SYSTEM  
LIBRARY  
GENERAL RECORDS SCHEDULE**

**April 2008**



# UNIVERSITY OF WISCONSIN SYSTEM: GENERAL RECORDS SCHEDULES FOR LIBRARY RECORDS

## I. INTRODUCTION AND PURPOSE

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies two categories of records that are common to all University of Wisconsin institutions, so as to avoid making each institution secure a distinct retention schedule for the same categories of records.

This document also provides guidance to University of Wisconsin System employees regarding what does and does not comprise a public record, which will in turn allow University employees to retain for a discrete time period and thereafter destroy expired public records, as well as those materials that do not comprise public records.

## II. SCOPE: The records schedules described within this document include the following University Records:

- *POLICY DOCUMENTS*
- *LEADERSHIP REPORTS*
- *DIRECTOR'S SUBJECT FILES*
- *LIBRARY USE REPORTS*
- *MEETING RECORDS-INTERNAL STAFF*
- *LIBRARY STRATEGIC PLAN*
- *LIBRARY BUDGET RECORDS*
- *CONFIDENTIALITY FORM*
- *ELECTRONIC EQUIPMENT INVENTORY*
- *PATRON (NON-FACULTY/STAFF) REQUESTS*
- *DEACCESSION RECORDS (Library)*
- *DONOR FILES (Library)*
- *ART INVENTORY*
- *SPECIAL COLLECTIONS - ANNUAL REGISTRATION FORMS*
- *SPECIAL COLLECTIONS - DAILY REGISTRATION RECORDS*
- *SPECIAL COLLECTIONS – ANNUAL STATISTICS*
- *SPECIAL COLLECTIONS – CALL SLIPS*
- *SPECIAL COLLECTIONS – TRANSFER FORMS*
- *SPECIAL COLLECTIONS – REFERENCE/RESEARCH REQUESTS & RESPONSES*
- *SPECIAL COLLECTIONS - DONOR FILES*

- *SPECIAL COLLECTIONS – ACCESSION, DEACCESSION, AND PROCESSING RECORDS*
- *CIRCULATION RECORDS-PATRON HISTORY*
- *CIRCULATION RECORDS-ITEM HISTORY*
- *OVERDUE AND COURTESY NOTICES*
- *TRANSFER OF PATRONS RECORDS TO COLLECTION AGENCIES*
- *PATRON REGISTRATION (LIBRARY), USER AGREEMENTS, CHECKOUT FORMS*
- *SEARCH/HOLD/RETRIEVAL REQUESTS*
- *RESOLVED SEARCH LISTS*
- *STACK MANAGEMENT RECORDS*
- *INTERLENDING RECORDS*
- *LIBRARY STAFF CLIENT RECORDS*
- *APPLICATION SERVER RECORDS*
- *PATRON RECORDS AND STATISTICS*
- *INTERLENDING SERVER RECORDS*
- *LIBRARY WEBSITE*
- *LIBRARY NEWSLETTERS*
- *PROGRAMMING AND EVENTS FILES*
- *REFERENCE QUESTIONS AND STATISTICS (LIBRARY)*
- *BIBLIOGRAPHIC INSTRUCTION STATISTICS*
- *HAND-OUTS*
- *SURVEILLANCE RECORDS*
- *SECURITY RECORDS*
- *ACCIDENT REPORTS AND CLAIMS RECORDS*
- *PATRON INCIDENT AND DISCIPLINARY FILES*

### **III. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT.**

**A. Preservation of Historical Documents.** Historically, University records have been preserved in paper files. Presently however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in computer systems. Using electronic data to store University records presents a potentially fatal flaw, however, because electronic data decays over time. Thus, unlike paper records, with the passage of time electronic records lose information as it randomly slips away in byte-sized chunks, unless software updates are consistently purchased, installed, and maintained.

Because of this aspect of information technology systems, records storage within an information system must comply with the legal requirements set forth in: Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Adm 12: Electronic Records

Management–Standards and Requirements. Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns, then please seek assistance from the records officer at their respective University of Wisconsin institution

- B. Use of the Systems Approach.** To as great an extent as possible, the records schedules included within this document were developed using a systems approach. That is, the substantive information contained within an individual document, rather than the document’s format, is the basis for the descriptor of each document. This is because the format for some documents is dynamic in nature and subject to administrative change. Thus, the descriptors for each document are as comprehensive as possible without relying upon format or form names.

Due to these changes, however, there may be instances in which an individual records schedule does not reflect the exact title or name of a form as used by the originator of a document. In such cases, if a University employee has difficulty determining whether a document comprises a record by reviewing the descriptive information contained within both the document and a records schedule, then employees seek assistance from the records officer at their respective University of Wisconsin institution.

- C. Minimum Retention Established and Permanent Retention Procedure.** The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained, for as long as they are needed as a resource for performing future projects on behalf of the University of Wisconsin.

- D. Materials That Do Not Comprise Public Records.** Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University of Wisconsin System. Thereafter, in the interest of efficiency and proper resource management, they must be destroyed.

The following materials are not public records, under Wis. Stats. §§ 16.61 and 19.35:

1. **Duplicates.** Public records do not include duplicate copies of records, the original copies of which are in the custody of an office contained within the University of Wisconsin System Administration, and which are maintained by a University employee only for convenience or reference and for no other substantive purpose.
2. **Unsolicited Notices or Invitations.** Public records do not include unsolicited notices or invitations received by a University employee,

which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.

3. **Drafts, Notes, and Preliminary Computations.** Public records do not include drafts, notes, preliminary computations, and like materials, but only if they are intended for personal use by an individual University employee or prepared by a University employee in the name of the person for whom the employee is working.
4. **Routing Slips and Envelopes.** Public records do not include routing slips and envelopes.
5. **Personal Materials.** Public records do not include materials that are purely the personal property of a University employee and that have no relation to his or her office.

Please note that non-records should be destroyed as soon as possible, concurrent with the time at which they are no longer useful as a resource for performing the transaction of public business on behalf of the University. Moreover, personal materials should neither be created nor retained by a University during the regular course of business.

Also note that if non-records are retained beyond the time they are no longer useful as a resource for performing the public business on behalf of the University, then under Wisconsin law, duplicates, unsolicited notices, invitations, routing slips and envelopes would have to be turned over to a requester in response to a relevant public records request, and in response to audit or litigation proceedings. Wis. Stats. §§ 13.94, 19.35, and 804.01. Moreover, even though non-records such as drafts, notes, preliminary computations, and personal materials are not subject to disclosure under the public records law, they are subject to disclosure during litigation or audit proceedings. Wis. Stats. §§ 13.94, 19.35, and 804.01.

#### **IV. CONDITIONS AFFECTING FINAL DISPOSITION.**

All recommended dispositions stated within this schedule may be carried out by University of Wisconsin institutions without further consultation or approval from the University of Wisconsin Archives, legal services, or internal audit with the following exceptions:

- A. Public Records Request.** If a public records request is received by an office for any record or records included within this schedule, then the record(s) cannot be destroyed until the request is granted, or until at least sixty days after the date the request is denied. Court orders may extend this time period. If necessary and upon request, the Office of General Counsel will provide guidance to University of Wisconsin institutions regarding public records requests.

**B. Litigation or Audit.** Each University of Wisconsin institution must not only retain records that are the subject of pending litigation or audit, but also suspend any disposition until such time as the litigation or audit is completed. In order to be valid, however, requests for records relating to open audit must be filed with the affected University of Wisconsin institution. And if that institution is not apprised of pending litigation or audit, then that department is not responsible for retaining records longer than the retention periods specified within this document.

## **UNIVERSITY OF WISCONSIN SYSTEM LIBRARY GENERAL RECORDS SCHEDULE**

The University of Wisconsin System Library General Records Schedule applies to all University of Wisconsin institutions. In order to facilitate efficient records management for University employees, this general records schedule is provided in two formats: narrative and spreadsheet.

### **I. Administration**

#### **LIB100**

##### ***POLICY DOCUMENTS***

Policy documents may include statements on hours of operation, rules and regulations for the reference, circulation, gifts and donations, human resource management, and other administrative matters. They may govern the use of differing patron cards, loan periods for various materials, fines and other charges, collection development, reference services, acceptable use, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, Wisconsin public records law (Wis. Stat. § 19.21 - 19.39), and the patron confidentiality law (Wis. Stat. § 43.30), Federal Education Rights and Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights.

##### **Retention Time Period**

Original:	Item is superseded + additional 2 years and thereafter destroy
Copies:	Destroy when no longer needed

#### **LIB101**

##### ***LEADERSHIP REPORTS***

These reports are created by library administrators, including directors and assistant directors, to summarize current issues facing the library for review by university administrators. The reports are both narrative and statistical, and include information received from library department managers.

##### **Retention Time Period**

Original:	Academic year of creation + additional 2 years and transfer to archives.
Copies:	Destroy when no longer needed

**LIB102**  
***DIRECTOR'S SUBJECT FILES***

These records are used to support administrative analyses, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports, both narrative and statistical, special reports, topical correspondence, research materials, project planning notes, organizational charts, or agency descriptions. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files.

**Retention Time Period**

Original:       Date when no longer needed for ongoing administration +  
additional 5 years then transfer to archives.

**LIB103**  
***LIBRARY USE REPORTS***

These reports may be created by library departments and may include documents that summarize acquisition, interlibrary loan activity, catalog and circulation as well as other library activities. These reports do NOT contain personally identifiable information.

**Retention Time Period**

Original:       Academic year of creation + additional 1 year and thereafter  
destroy  
Copies:         Destroy when no longer needed

**LIB104**  
***MEETING RECORDS-INTERNAL STAFF***

These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library. Original record remains with appropriate chair, all other copies are considered duplicates.

**Retention Time Period**

Original:       Academic year of creation + additional 2 years and thereafter  
destroy  
Copies:         Destroy when no longer needed

**LIB105**  
***PROCEDURES***

Procedures are generally a process or series of steps especially of a practical or mechanical nature involved in a particular form of work. Examples include circulation check out, reference desk procedures, and the like.

**Retention Time Period**

Original: Date of supersession of document or when no longer needed, and thereafter destroy.

Copies: Destroy when no longer needed

**LIB106**  
***LIBRARY STRATEGIC PLAN***

This is the final version of the library strategic plan that is approved by campus administration.

**Retention Time Period**

Original: After approval transfer to archives

Copies: Destroy when no longer needed

**LIB107**  
***LIBRARY BUDGET RECORDS***

The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are used to prepare the library's budget in future years. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses such as materials, services, marketing, or information technology, fixed costs, or requests by each department for funding.

**Retention Time Period**

Original: Fiscal year + additional 6 years and thereafter destroy

Copies: Destroy when no longer needed

**LIB108**  
***CONFIDENTIALITY FORM***

Records include employee acknowledgement of security-related responsibilities, such as data confidentiality form or employee password security agreements.

**Retention Time Period**

Original: Date of supersession or employee termination + additional 7 years and thereafter destroy

**LIB109**  
***ELECTRONIC EQUIPMENT INVENTORY***

This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff as well as servers, network and telecommunications equipment. The inventory may identify the model number, manufacturer, location, connections, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device.

**Retention Time Period**

Original: Date equipment is withdrawn from use + additional 5 years and thereafter destroy.

**II. Collection Development**

**LIB110**  
***PATRON (NON-FACULTY/STAFF) REQUESTS***

Records including but not limited to: patron purchase requests for materials not currently owned by libraries, rush processing for library materials, and suggestions submitted by non-faculty/staff patrons to library administrators.

This series is confidential.

**Retention Time Period**

Original: Creation date + a minimum of two weeks and thereafter destroy confidentially.

**LIB111*****DEACCESSION RECORDS (Library)***

Series documents recommendations concerning deaccessioning of specific holdings and action upon those recommendations when detailed deaccessioning procedures are necessary generally due to gift books or materials purchased under special conditions. This would not include routine withdrawals from collections. This series may include but is not limited to: transfer forms to transfer ownership/custody of materials held within institutional collections to other institutions; names of persons making deaccession recommendations and dates, reasons for deaccessioning, documentation that legal searches of donor records have been done to establish that the institution is not precluded from deaccessioning, appraised or estimated values, signatures of approval for deaccessioning, and related documentation and correspondence.

**Retention Time Period**

Original: 10 years and thereafter destroy

**LIB112*****DONOR FILES (Library)***

These files document the donation of materials to a circulating library collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

This series may contain confidential records.

**Retention Time Period**

Original: 10 years and destroy confidentially

**LIB113*****ART INVENTORY***

Record of all art objects owned by the library. Records may include the name of the piece of art, artist name, date of accessioning, estimated value, the provenance of object. Records will also include art objects that were once owned by the library but were deaccessioned. This information will include the date and reason of deaccessioning. This information is kept to preserve provenance information often critical in art collecting.

**Retention Time Period**

Original: PERMANENT

### **III. Special Collections**

Special collections departments include any archival, rare books or similar divisions of UW System libraries that based on circulation policies, require additional security procedures for the use of research collections. These divisions frequently deal with more substantial research and reference questions due to their specialized material.

#### **LIB114**

##### ***SPECIAL COLLECTIONS - ANNUAL REGISTRATION FORMS***

Annual documents created by special collections patrons to capture information for security and to acquaint patrons with department rules and regulations. Records may contain patron name, address, phone number, email address, patron type, reason for research, and the signature of the individual as a record of them agreeing to the rules of the reading room. These documents may contain driver license, student, military, Passport or similar identification numbers.

This series is confidential.

##### **Retention Time Period**

Original: Fiscal Year + 10 additional years and thereafter destroy confidentially.

#### **LIB115**

##### ***SPECIAL COLLECTIONS - DAILY REGISTRATION RECORDS***

These records document each patron's daily use of the special collection department by capturing their name, the records may also include the city of the patron's residence, and the date and times of their use of the facility.

##### **Retention Time Period**

Original: Fiscal Year + 10 additional years and thereafter destroy.

#### **LIB116**

##### ***SPECIAL COLLECTIONS – ANNUAL STATISTICS***

Statistical record created annually to share with other System partners. Records include, but are not limited to, annual head count, off-site substantive reference requests provided, hours of week opened, or archival transfers in the Area Research Center System.

##### **Retention Time Period**

Original: Fiscal Year + 10 additional years and thereafter destroy.

Copies: Destroy when no longer needed

**LIB117**

***SPECIAL COLLECTIONS – CALL SLIPS***

Call slips, collections used forms, or similar records that record the materials used by patrons in the special collections department. Records may include the name of the individual, date of use, reason for use and bibliographic information regarding the collection.

This series is confidential.

**Retention Time Period**

Original: Retain front signed copy (if using carbon form) fiscal year + 10 additional years and thereafter destroy confidentially.

Copies: Destroy confidentially when no longer needed.

**LIB118**

***SPECIAL COLLECTIONS – TRANSFER FORMS***

Forms used to process shipments of archival materials through the Area Research Center network. The triplicate forms act as a shipping list and are used to confirm shipments. Patron information is NOT included on these documents.

**Retention Time Period**

Original: Fiscal year + 10 additional years and thereafter destroy.

**LIB119**

***SPECIAL COLLECTIONS – REFERENCE/RESEARCH REQUESTS & RESPONSES***

Records documenting off-site reference and research services by special collections staff. Collection includes requests made in writing, emailed, or transcribed from telephone calls and the response from the special collections staff.

This series is confidential.

**Retention Time Period**

Original: Fiscal Year + 1 additional year and thereafter destroy confidentially.

**LIB120*****SPECIAL COLLECTIONS - DONOR FILES***

These files document the donation of materials to an archival collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

This series may contain confidential records.

**Retention Time Period**

Original: PERMANENT

**LIB121*****SPECIAL COLLECTIONS – ACCESSION, DEACCESSION, AND PROCESSING RECORDS***

These records document the transfer of legal and physical custody of materials to and from the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent. These files may also contain information about what is retained or de-accessioned during the processing of each collection that has been accessioned.

**Retention Time Period**

Original: PERMANENT

**IV. Circulation****LIB122*****CIRCULATION RECORDS-PATRON HISTORY***

Records documenting the borrowing of circulating library materials by qualified patrons. This series may include but is not limited to: the name and identification of the borrower; the titles of materials borrowed; the due date; overdue and fine payment notations; and related documentation and correspondence.

This series is confidential.

**Retention Time Period**

Original: Destroy confidentially when item is returned safely to the satisfaction of circulation staff

**LIB123*****CIRCULATION RECORDS-ITEM HISTORY***

Records documenting the borrowing of circulating library materials by qualified patrons. This series may include but is not limited to: the titles of materials borrowed; the length of time borrowed; and related documentation and correspondence. Note these records do NOT contain information regarding the individuals who had borrowed the item.

**Retention Time Period**

Original: Destroy when item no longer needed for administrative purposes.

**LIB124*****OVERDUE AND COURTESY NOTICES***

These notices are sent to patrons to remind them to return borrowed items. Notices may be generated manually or automatically by an information system.

This series is confidential.

**Retention Time Period**

Original: Destroy confidentially when item is returned, fines are paid or item is written off per library policy.

**LIB125*****TRANSFER OF PATRONS RECORDS TO COLLECTION AGENCIES***

Records produced after patrons fail to pay library fines or fees. Records may affect a patron's credit rating for a period of six years; therefore, they must be retained for a time period of no less than six years.

This series is confidential

**Retention Time Period**

Original: Date records are transferred regardless if they are eventually paid or unpaid+ six years and thereafter destroy confidentially

**LIB126*****PATRON REGISTRATION (LIBRARY), USER AGREEMENTS, CHECKOUT FORMS***

Records related to registration of patrons, including but not limited to: user agreements regarding the use of library resources and facilities, including those for intertype library consortium users; checkout forms regarding the names of borrowed resources and due dates for their return; or the forms by which patrons request and receive interlibrary loans of materials.

This series is confidential

**Retention Time Period**

Original: Completion of transaction or expiration of agreement + a minimum of two weeks and thereafter destroy confidentially.

**LIB127*****SEARCH/HOLD/RETRIEVAL REQUESTS***

Records created by library patrons asking library staff to find a missing item or retrieve and place a hold on an item. Record may include the name of the patron, contact information, campus ID number and bibliographic information regarding the title.

This series is confidential.

**Retention Time Period**

Original: Keep until search/hold is resolved then destroy confidentially

**LIB128*****RESOLVED SEARCH LISTS***

Cumulative list of resolved title searches for each academic year, includes only date, bibliographic information, and how the search was resolved.

**Retention Time Period**

Original: Academic year + one year then destroy

**LIB129*****STACK MANAGEMENT RECORDS***

Records created in the process of managing book and multi-media stacks. Records may include measurements of free space, shelf reading materials, shelving accuracy statistics, and other records created in the shelving and shifting of collections.

**Retention Time Period**

Original: Academic year + five years then destroy  
Copies: Destroy when no longer needed

**V. Interlending****LIB130*****INTERLENDING RECORDS***

Records that track the request and return of library items with other libraries through Interlibrary Loan and Universal Borrowing and similar, non-archives lending systems. The requests may be made manually, but are generally made and filled through a shared automated system. Records may include but are not limited to, requests for materials, receipts, patron signed forms, routing slips and other records creating in the borrowing and lending process. Records indicate when and where the library item was sent, when it is due back, and when it was returned.

This series is confidential

**Retention Time Period**

Original: Destroy confidentially when item is returned.

**VI. Information Systems****LIB131*****LIBRARY STAFF CLIENT RECORDS***

Records, typically server logs, which track employee logins to Library software, such as circulation, cataloging, or acquisitions. May contain IP number of staff computer along with staff or user id.

**Retention Time Period**

Original: Minimum of two weeks to facilitate troubleshooting or possible abuse and thereafter destroy.

**LIB132*****APPLICATION SERVER RECORDS***

Records pertaining to remote users of online Library resources. May include Proxy, EZProxy or other Web Server logs including user NetID, UW-ID, or IP number.

**Retention Time Period**

Original: Minimum of two weeks to facilitate troubleshooting or possible abuse and thereafter destroy.

**LIB133*****PATRON RECORDS AND STATISTICS***

Records pertaining to the processing and maintenance of Library patron records and databases. May include user name, demographic data, NetID, or UW-ID.

**Retention Time Period**

Original: Creation + a minimum of two weeks to facilitate troubleshooting or possible abuse and thereafter destroy.

**LIB134*****INTERLENDING SERVER RECORDS***

Records, typically server logs, pertaining to Interlibrary loan transactions that are maintained on information systems.

**Retention Time Period**

Original: Minimum of two weeks to facilitate troubleshooting or possible abuse.

**LIB135*****LIBRARY WEBSITE***

These websites may include online information about services, hours, library events and programs, links to popular reference resources, subscription databases, and provide a gateway to one or more online catalogs.

**Retention Time Period**

Original: Destroy when website information is not current or of use to the public.

**VII. Publicity****LIB136*****LIBRARY NEWSLETTERS***

These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on

electronic resources, or changes in library policies. Administrative Note: A library may wish to keep duplicate newsletters as part of its historical file.

**Retention Time Period**

Original: After publication transfer copy to archives  
Copies: Destroy when no longer needed

**LIB137**

***PROGRAMMING AND EVENTS FILES***

These files provide information about specific library programs, events or exhibits. These files may contain a copy of materials developed for publicity and programming, and evaluation forms. They may also include contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances and lectures may include promotional literature, printouts from performer websites, press releases, notes, permission/consent to photograph forms signed by attendees, any donation requests, correspondence, and flyers. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. These records may describe a library exhibit and document the items that were used to create it. These files may include lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. These records may also include photographs of library programming and events.

Libraries are encouraged to permanently keep duplicates of some of these materials in the historical file, particularly more popular events and/or activities that offer a historical perspective.

ADM. NOTE: Attendance sheets and reservations that include individuals' names should be destroyed confidentially after compilation of statistics for compliance with Wis. Stat. § 43.30.

**Retention Time Period**

Original: Academic year of creation + additional 1 year and thereafter  
transfer to archives  
Copies: Destroy when no longer needed

**VII. Reference**

**LIB138**

***REFERENCE QUESTIONS AND STATISTICS (LIBRARY)***

These records may document the number of reference inquiries received from patrons by librarians, and may include online queries as well as questions submitted in written form to reference desks.

Portions of this series may be confidential

**Retention Time Period**

Original: Destroy when no longer needed, destroy confidentially when PID is present  
Copies: Destroy when no longer needed, confidentially when PID is present

**LIB139**

***BIBLIOGRAPHIC INSTRUCTION STATISTICS***

Records created to document the teaching of BI classes by members of the library staff. Information will include the name of the staff member, the course number and title, department, instructor and number of students present.

**Retention Time Period**

Original: Academic Year + 1 additional year and destroy  
Copies: Destroy when no longer needed

**LIB140**

***HAND-OUTS***

Materials created for patron use explaining the use of databases and other bibliographic tools.

**Retention Time Period**

Original: Destroy when no longer needed.  
Copies: Destroy when no longer needed

**VIII. Security**

**LIB141**

***SURVEILLANCE RECORDS***

These records include audio and visual recordings, which memorialize the entry, departure, and ongoing use of library facilities by patrons.

Series is confidential

**Retention Time Period**

Original: Creation + additional 90 days thereafter destroy confidentially.

**LIB142**  
***SECURITY RECORDS***

These records consist of reports regarding unusual incidents occurring on library property. These records may include or refer to surveillance records, eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. The records may also address further investigations or court proceedings.

This series is confidential

**Retention Time Period**

Original: Academic year of creation + additional 3 years and thereafter destroy confidentially.

**LIB143**  
***ACCIDENT REPORTS AND CLAIMS RECORDS***

The Personal Injury, Property Damage Claim, or Incident Report gives details about any unexpected incidents on the library premises by non-employees. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. These records are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, information from legal counsel, or subsequent claims filed by non-employees.

This series is confidential.

**Retention Time Period**

Original: Academic year of incident + additional 7 years and thereafter destroy confidentially.

**LIB144**  
***PATRON INCIDENT AND DISCIPLINARY FILES***

These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians.

This series is confidential.

**Retention Time Period**

Original: Academic year of last incident involving patron + additional 5 years and thereafter destroy confidentially