

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE X
LIBRARY AND MEDIA RECORDS**

General Description: Records generally relating to the operation and maintenance of the school district's library program. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Records** that document the process of requesting, purchasing and acquiring books, periodicals, audio-visual, and other library materials. Records may include but are not limited to accession and deaccession registers, correspondence with publishers, questionnaires, request forms, bibliographic data, receipt notations, and related documentation.

Retention: Current plus 3 years
Format: Original creation
Location: Office of Record

2. **Audio-Visual materials and equipment loan records** that document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school, district, faculty or staff. Records may include but are not limited to request forms, extension and cancellation records, borrower identification, title and material identification, shipping or delivery information, booking records, attendance and number of times media used or shown, and usage statistics.

Retention: While in use plus 3 years
Format: Original creation
Location: Office of Record

3. **Circulation records** that document the borrowing of circulating library, audio-visual, media and learning resource center materials by students and faculty. Records may include but are not limited to name of borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentation.

Retention: While in use for circulation purposes
Format: Original creation
Location: Office of Record

4. **Copyright and duplication records** that document permission received from authors, publishers, producers, and distributors of video programs and other media and materials to allow the school or district to duplicate the material without copyright infringement. Records may include but are not limited to agreements which state the terms and conditions, copyright releases, authorizing signatures, and related documentation and correspondence.

Retention: Current plus 6 years
Format: Original creation
Location: Office of Record

5. **Library and media inventory records** that may include but are not limited to periodicals, audio-visual materials, inventories, lists of books, and other library materials. This may also include lists of document material approved for use in the school or District, materials that may be borrowed from centralized media and resource centers or other locations, and lists regarding acquisition of materials.

Retention: While in use plus 3 years
Format: Original creation
Location: Office of Record

6. **Library catalog records** that document the maintenance, and retrieval of the holdings of the school library, professional library, teaching resource center, and audio-visual, media, or resource center of the school and district.

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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Records Retention Schedule

**SCHEDULE X
LIBRARY AND MEDIA RECORDS**

<u>Retention:</u>	Until updated
<u>Format:</u>	Original creation
<u>Location:</u>	Office of Record

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.