



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section: Archives, Libraries, and Museums

Division: University General Retention Schedule

Sub-Section:

TITLE: Accession Records

CUTOFF:EOCY

DESCRIPTION: Records regarding the acquisition, accessioning, use, preservation, storage, transfer and disposition of artifacts, books, records and other collections at an institution's library, museum, archives or special collection, herbarium, or other repository that is used for research purposes. Records include, but are not limited to, logs listing dates of acquisition, accession or accession numbers, descriptions of artifacts or collections, donor names, gift receipt forms, cataloging worksheets, deeds of gift, object, subject and numerical file cards, wildlife collecting permits, guns and weapons registration forms, condition or conservation records, photographs, donor correspondence, descriptions of property, inventory lists, incoming loan agreements, background data, receipt of collections documentation, donor agreement forms or instruments of donation, purchasing data, publicity records, foundation equity history reports, declarations of charitable gifts forms, copyright and citation information, records transmittal forms, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24195

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Appraisal Records

CUTOFF:EOCY

DESCRIPTION: Documentation of monetary value appraisals of institutional artifacts, objects, rare books, maps, manuscripts and collections that have been completed by private parties. Objects are appraised most often for insurance purposes. Records include, but are not limited to, appraisals and valuation reports, reference materials used by appraisers, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24197

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section: Archives, Libraries, and Museums

Division: University General Retention Schedule

Sub-Section:

TITLE: Borrower Registration Records

CUTOFF: EOY in which last activity occurred

DESCRIPTION: Records used to grant patrons library cards and privileges. Individual borrower information may include, but is not limited to, name, address, telephone number, date of birth, signature, expiration date, identification number, and related data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24447

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Circulation Records

CUTOFF: WSO

DESCRIPTION: Records regarding the borrowing of circulating library materials by qualified patrons. Records include, but are not limited to, name and identification of borrower, titles of materials borrowed, due date, overdue and fine payment notations, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records closed per 182.815-182.817 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24445

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Collection Management Records

CUTOFF: WSO

DESCRIPTION: Records of the maintenance of materials which typically involves accessioning, cataloguing, preserving, and/or referencing. Records include, but are not limited to, accession sheets, archives transmittal lists, accession reports, computer cataloging records, catalogs of holdings, requests for permission to publish or reproduce images forms, collection inquiries, budget and purchasing data, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24199

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Archives, Libraries, and Museums

Division: University General Retention Schedule

Sub-Section:

TITLE: Collection or Artifact Loan Records

CUTOFF: Termination of loan

DESCRIPTION: Records relating to loans of collection materials such as artifacts, objects, rare books, manuscripts, photographs and records contracted between units of the institution or between the institution and either other institutions or individuals. Records include, but are not limited to, signed and legally binding agreements for incoming and outgoing loans between the collection administrators, insurance documents, photographs and documents concerning shipping or transportation of the loaned items, receipts for loans and return of materials to the legal holder, and related forms, documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: This series excludes books from the library's circulating collection. See record series 24446 Interlibrary Loan Records.

DISPOSITION ACTION: Permanent

SERIES: 24198

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section: Archives, Libraries, and Museums

Division: University General Retention Schedule

Sub-Section:

TITLE: Deaccession Records

CUTOFF:EOCY

DESCRIPTION: Records of recommendations concerning removal of artifacts, books, records, or other items in a collection from a university library, archives, special collections or museum and action upon those recommendations. The most common reasons for deaccessioning include duplication, deteriorated condition, and irrelevance to a collection. Records include, but are not limited to, transfer forms to transfer ownership/custody of materials held within institutional collections to other institutions; deaccessioning documentation which lists the artifacts, records or collection items by acquisition/accession numbers and descriptions, 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 and to establish whether the donors are still living, appraised values (including whether these are estimates or have been appraised), signatures of approval for deaccessioning and dates, and dispositions of materials and dates; deaccessioning and weeding listings; reports of deaccessioning; and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24196

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
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Section: Archives, Libraries, and Museums
Sub-Section:

TITLE: Exhibit Records

CUTOFF: WSO

DESCRIPTION: Records documenting the display and use of artifacts and materials held by the collection units or displays created by the units. Records include, but are not limited to, research materials concerning the cultural environmental setting surrounding the artifacts, bibliographies, lists of artifacts or items considered for inclusion, drafts of exhibit descriptions or scripts, publicity or advertisements for exhibits, artifact labels, photographs of exhibits, exhibit renderings and layout diagrams, exhibit scheduling and transport information, contracts and agreements, evaluation forms, condition forms, exhibit assembly and presentation instructions, and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24448

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Finding Aids and Reference Guides

CUTOFF: WSO

DESCRIPTION: Documentation about the holdings of a university library, archive, special collection, or museum, often used to facilitate access for patrons and researchers. Records include, but are not limited to, finding aids, indexes, lists, databases, and related documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24442

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
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Section: Archives, Libraries, and Museums
Sub-Section:

TITLE: Friends Group Records

CUTOFF: EOSFY

DESCRIPTION: Documentation of the efforts of groups that are formed to provide support to the archives, libraries, and museums, largely by providing publicity or raising money. Records include, but are not limited to, establishing documents, bylaws, reports, brochures, newsletters or other publications, meeting agendas and minutes, membership lists, and related documentation and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24194

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Interlibrary Loan Records

CUTOFF: EOSFY

DESCRIPTION: Records of requests made of the institutions within the university library system for materials by outside institutions as well as institution requests for materials from other library systems. Records include, but are not limited to, materials request forms, invoices for services provided, and related documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: This series applies to circulating library resources only (not to archival, special collections or museum materials). See record series 24198 Collection or Artifact Loan Records.

DISPOSITION ACTION: Destroy

SERIES: 24446

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



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Sub-Section:

TITLE: Reference Request Records

CUTOFF: WSO

DESCRIPTION: Records of requests for information about, information contained in, or access to items within a university's libraries, archives, special collections or museums. Records include, but are not limited to, collection service request forms that show requesters' names, addresses, and telephone numbers; the nature and explanation of the requests; use or purpose of the requests; dates of receipt and completion of requests; staff members handling the requests; amount of time spent on handling the requests; disposition of the requests; and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records closed per 182.815-182.817 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24444

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Serials Records

CUTOFF: WSO

DESCRIPTION: Records documenting the receipt of serials purchased by the libraries. Records include, but are not limited to, periodical check-in cards, shelf list cards, serials data input work form sheets, database reports, item records, and related documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24449

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Visitor Records

CUTOFF: EOCY

DESCRIPTION: Documentation of individual research visits and group visits (tours, classes) to a university archives, special collections or research facility. Records include, but are not limited to, sign-in sheets, patron logs, patron registration forms, and guest books.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24443

SERIES STATUS: Approved

APPROVAL DATE:

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