



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Reference Services

Division: State Library

Sub-Section:

**TITLE:** Index of newspaper clippings pertaining to Missouri State Government

**CUTOFF:**EOCY

**DESCRIPTION:** Index of newspaper clippings pertaining to Missouri State Government

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 1159

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

**TITLE:** Inter-Library Loan (ILL) Requests

**CUTOFF:**EOSFY

**DESCRIPTION:** A request submitted by a patron of one library to borrow books, DVDs, music, or receive photocopies of documents that are owned by another library. Records include, but are not limited to, dates of request, need, and number, patron information, addresses of lending and borrowing libraries, types of requests and charge information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Retained in compliance with Copyright Circular 21: Reproduction of Copyrighted Works by Educators and Librarians / US Copyright Office.

**DISPOSITION ACTION:** Destroy

**SERIES:** 1158

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/6/2018