

Cleveland Public Library
Destruction Pending Report

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
10 - Director's Office						
DIR01 - Board of Trustees						
DIR01-00 - N/A						
		10-DIR01-00-003	Audiotapes of Board Meetings	Retain Current Fiscal Year and Previous Year	Audio	Director's Office
Location Info: Director's Office						
		10-DIR01-00-008	General Correspondence with Trustees	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Director's Office
Location Info: Paper format in Director's Office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
DIR02 - Correspondence						
DIR02-00 - N/A						
		10-DIR02-00-003	General Correspondence	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Director's Office
Location Info: Director's Office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		10-DIR02-00-005	Professional Correspondence	Duration of Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Director's Office
Location Info: Director's Office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
DIR04 - Miscellaneous						
DIR04-00 - N/A						
		10-DIR04-00-001	Transient Documents	Retain until no longer of administrative value	Paper	Director's Office
Location Info: Director's Office						
		10-DIR04-00-002	Telephone Message Log	Duration of Director's Term Plus 5 Years	Paper	Director's Office
Location Info: Director's Office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN01 - Accounts Receivable, Receipting & Depositing						
FIN01-00 - N/A						
		11-FIN01-00-001	Deposit Receipt Documents Location Info: 10th Floor, Lateral cabinet	5 Years, Provided Audited	Paper	Accounting
		11-FIN01-00-002	Invoices Location Info: MUNIS Financial Management System-General Revenues	5 Years, Provided Audited	Data	Accounting
		11-FIN01-00-003	Tax Settlements & Tax Advances Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN02 - Encumbering, Accounts Payable & Expenditures						
FIN02-00 - N/A						
		11-FIN02-00-001	1099's Location Info: Financial Services Later File Cabinet	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN02-00-002	Accounts Payable Vouchers Location Info: Current files-10th floor in Acct area Prior year files-10th floor by elevator and LSW basement in Acctg Storage Room	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-003	Check Registers Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-004	Checks Location Info: Accounting Department	5 Years, Provided Audited	Electronic	Financial Services Office
		11-FIN02-00-005	Purchase Orders Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-006	Requisitions/Purchase Orders Location Info: Includes requisitions converted to PO's within Financial Management system	5 Years, Provided Audited	Data	Purchasing
		11-FIN02-00-007	Purchase Orders Location Info: Purchasing Department, Lakeshore Facility	5 Years, Provided Audited	Paper	Purchasing
		11-FIN02-00-008	Reports Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.	5 Years, Provided Audited	Paper	Accounting
		11-FIN02-00-009	Reports Location Info: Financial management's server	5 Years, Provided Audited	Data	Accounting
		11-FIN02-00-010	Reports Location Info: Accounting/Financial Services	5 Years, Provided Audited	Electronic	Financial Services Office
		11-FIN02-00-011	Travel & Conference Approvals Location Info: 10th floor lateral cabinet outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN02-00-012	W9's Location Info: Accounting Department	5 Years, Provided Audited	Paper	Financial Services Office

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN03 - Financial General Ledger						
FIN03-01 - Journals						
		11-FIN03-01-001	Cash Journals	5 Years, Provided Audited	Paper	Accounting
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Accounting Supervisor's office.						
FIN04 - General Financial Records						
FIN04-01 - Cash Accounts, Banking & Investing						
		11-FIN04-01-001	Bank Statements	5 Years, Provided Audited	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Asst Finance Administrator's office.						
		11-FIN04-01-002	Depository Agreements	5 Years after Expiration, Provided Audited	Paper	Financial Services Office
Location Info: Contractual Agreements						
		11-FIN04-01-003	Investment Records	5 Years, Provided Audited	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet in Assistant Administrator's office.						
		11-FIN04-01-004	Petty Cash Receipt Forms	Retain Until No Longer of Administrative Value	Paper	Financial Services Office
Location Info: In each Branch's safe						
FIN04-03 - Capital Projects & Construction						
		11-FIN04-03-001	Bids Received (Successful)	20 Years after expiration of contract	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.						
		11-FIN04-03-002	Bids Received (Unsuccessful)	5 Years after letting of contract	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Assistant Finance Administrator's office, then transferred to Archives.						
		11-FIN04-03-003	Contracts	20 Years after expiration of contract, then assessed for permanent retention in Archives	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.						
		11-FIN04-03-004	Correspondence	20 Years, then assess for permanent retention in Archives	Paper Email	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives						
		11-FIN04-03-005	Specifications	20 Years after expiration of contract, then assessed for permanent retention in Archives	Paper	Financial Services Office
Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office, then transferred to Archives.						
FIN04-04 - Financial Management System						
		11-FIN04-04-001	RFP, Bids Received, Eval/Recommend,Contracts	20 Years after expiration of contract	Paper	Financial Services Office
Location Info: 10th floor						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN04 - General Financial Records						
FIN04-04 - Financial Management System						
		11-FIN04-04-002	Training Manuals Location Info: 10th floor	Retain Until No Longer of Administrative Value	Paper	Financial Services Office
FIN04-05 - Financial Reports						
		11-FIN04-05-001	Fiscal Officer Monthly Reports to the Board Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN04-05-002	Condition of Funds Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN04-05-004	Misc. Financial Reports to the Board Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN04-07 - Insurance & Risk Management						
		11-FIN04-07-001	Insurance Policies Location Info: 10th Floor, Lateral cabinet labeled such directly outside Finance Administrator's office.	5 Years, Provided Audited	Paper	Financial Services Office
FIN04-09 - Leases, Contracts, Grants, Trusts, Endowments & Other Agreements						
		11-FIN04-09-001	Equipment Leases Location Info: 10th floor	5 Years after Expiration, Provided Audited	Paper	Financial Services Office
		11-FIN04-09-003	Other Agreements Location Info: 10th floor	5 Years after Expiration, Provided Audited	Paper	Financial Services Office
FIN05 - Payroll						
FIN05-00 - N/A						
		11-FIN05-00-002	Attendance Reports (Timesheets, Leave Requests et) Location Info: 10th Floor Payroll Dept	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN05-00-003	Court orders for Payroll Deductions Location Info: 10th Floor Payroll Dept	2 Years after termination of employment or order rescended	Paper	Financial Services Office
		11-FIN05-00-005	Employee Withholding Requests Location Info: 10th Floor Payroll Dept	Until replaced or revoked by employee	Paper	Financial Services Office
		11-FIN05-00-006	Employer Payroll Quarterly Reports Location Info: 10 th Floor Payroll Dept	5 Years, Provided Audited	Paper	Financial Services Office
		11-FIN05-00-007	Garnishment Orders	5 Years after termination of employment or order rescended	Paper	Financial Services Office

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
11 - Financial Services						
FIN05 - Payroll						
FIN05-00 - N/A						
Location Info: 10th Floor Payroll Dept						
	11-FIN05-00-009		W-4 Forms	Until superseded or employee terminates	Paper	Financial Services Office
Location Info: 10th Floor Payroll Dept						
FIN05-01 - Payroll Reports						
	11-FIN05-01-001		Annual Employee Leave Use/Balance Report	5 Years, Provided Audited	Electronic	Financial Services Office
Location Info: 10th Floor Payroll Dept						
	11-FIN05-01-002		Biweekly Report of Leave Use and Balances	Until incorporated in annual leave balance report	Electronic	Financial Services Office
Location Info: 10th Floor Payroll Dept						
	11-FIN05-01-004		Misc Payroll Reports to the Board	5 Years, Provided Audited	Paper	Financial Services Office
Location Info: 10th Floor Payroll Dept						
	11-FIN05-01-005		Tax Withholding Reports	5 Years, Provided Audited	Paper	Financial Services Office
Location Info: 10th Floor Payroll Dept						
	11-FIN05-01-006		Payroll Registers	5 Years, Provided Audited	Paper	Financial Services Office
Location Info: 10th Floor Payroll Department						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
13 - Deputy Director's Office						
DEP01 - Correspondence						
DEP01-00 - N/A						
		13-DEP01-00-002	General Correspondence	Duration of Deputy Director's Term Plus 5 Years	Paper Email	Deputy Director's Office
Location Info: Deputy Director's Office for 2 years, then transfer to Archives.						
Email server(s)						
		13-DEP01-00-003	Professional Correspondence	Duration of Deputy Director's Term Plus 5 Years then Assess for Permanent Retention in Archives	Paper Email	Deputy Director's Office
Location Info: Deputy Director's Office for 2 years, then transfer to Archives.						
Email server(s)						
DEP02 - Capital Projects						
DEP02-00 - N/A						
		13-DEP02-00-001	Working Papers and Related Documentation	Duration of Deputy Director's Term Plus 5 Years	Paper	Deputy Director's Office
Location Info: Deputy Director's Office						
DEP03 - Labor Relations						
DEP03-00 - N/A						
		13-DEP03-00-001	Working Papers and Related Documentation	Duration of Deputy Director's Term Plus 5 Years	Paper	Deputy Director's Office
Location Info: Deputy Director's Office						

Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR02 - Hiring Information						
HR02-00 - N/A						
		15-HR02-00-001	Application forms and letters Location Info: HR Dept.	1 year from date of non-hire or 3 years after employment ends	Paper	Human Resources
		15-HR02-00-002	Resumes Location Info: HR Dept.	1 year from date of non-hire or 3 years after employment ends	Paper	Human Resources
		15-HR02-00-003	Authorizations to hire Location Info: HR Dept.	3 years	Paper	Human Resources
		15-HR02-00-004	Background investigation authorization Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-005	Background Investigations Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-006	Verifications and references Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-007	Form I-9, Employment Eligibility Verification Location Info: HR Dept.	3 years after date of hire or 1 year after employment ends, whichever is later	Paper	Human Resources
		15-HR02-00-008	Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-009	Hire letter copies Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-010	Acceptance letters Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-011	Page status Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-012	Copies of degrees and certifications Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR02-00-013	Office proficiency assessment and certification test report Location Info: HR Dept.	1 year from date of personnel action that is the basis of test	Paper	Human Resources
		15-HR02-00-014	Driving background check Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR02 - Hiring Information						
HR02-00 - N/A						
		15-HR02-00-015	Employment contracts and related correspondence and documentation Location Info: HR Dept	15 years after employment ends	Paper	Human Resources
HR03 - Separation						
HR03-00 - N/A						
		15-HR03-00-001	Staff resignation Location Info: HE Dept.	3 years after employment ends	Paper	Human Resources
HR04 - Benefits						
HR04-00 - N/A						
		15-HR04-00-001	Benefits sign-off form Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR04-00-002	Medicare Tax Payroll Deduction Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR04-00-003	Hospitalization plan designations Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR04-00-004	Dental coverage notification Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
HR05 - Payroll						
HR05-00 - N/A						
		15-HR05-00-001	Authorization for City Income Tax: Payroll Deduction Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR05-00-002	Payroll change orders Location Info: HR Dept.	7 years after employment ends	Paper	Human Resources
		15-HR05-00-003	Time allowances transfer documentation (in and out) Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR05-00-004	Notices of salary increase Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR05-00-005	Employment verifications from Library Location Info: HR Dept.	4 years from date of verification	Paper	Human Resources
		15-HR05-00-006	Wage Reports and Summaries of Work History Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR06 - Attendance						
HR06-00 - N/A						
		15-HR06-00-001	Leave of Absence Forms and Documentation Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR06-00-002	FMLA Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
HR07 - Employment History						
HR07-00 - N/A						
		15-HR07-00-001	Evaluations Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-002	Compliments, awards, accolades, appointments, newspaper articles Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-003	Appointments resignations to organization Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-004	Documents re work product, achievements Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-005	Training seminars and certification Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-006	Minority grant application and related material Location Info: HR Dept.	3 years from date the annual financial status report is submitted	Paper	Human Resources
		15-HR07-00-007	Discipline Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR07-00-008	Investigation files Location Info: HR Dept.	90 days after conclusion of administrative or judicial action or 3 years after employment ends, whichever is longer	Paper	Human Resources
HR08 - Medical						
HR08-00 - N/A						
		15-HR08-00-001	Return to Work Documentation Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR08-00-002	Medical Information Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR08-00-003	Statement of Disability	3 years after employment ends	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR08 - Medical						
HR08-00 - N/A						
Location Info: HR Dept.						
		15-HR08-00-004	Medical Diagnosis and Prognosis	3 years after employment ends	Data	Human Resources
Location Info: HR Dept.						
HR09 - Recruitment						
HR09-00 - N/A						
Location Info: HR Dept.						
		15-HR09-00-001	Unsolicited employment applications	1 year from date of non-hire	Paper	Human Resources
Location Info: HR Dept.						
		15-HR09-00-002	Copies of recruitment ads	6 years	Paper	Human Resources
Location Info: HR Dept.						
		15-HR09-00-003	Applications & Resumes from Persons Not Hired for Posted Positions	1 year from date of non-hire	Paper	Human Resources
Location Info: HR Dept.						
		15-HR09-00-004	Interviewers' notes and questions asked	3 years after employment ends or 1 year after date of non-hire, whichever is later	Paper	Human Resources
Location Info: HR Dept.						
HR10 - Staffing						
HR10-00 - N/A						
Location Info: HR Dept.						
		15-HR10-00-001	Employment Requisition	3 years	Paper	Human Resources
Location Info: HR Dept.						
		15-HR10-00-003	Job Descriptions	3 years after superseded	Paper	Human Resources
Location Info: HR Dept.						
HR11 - EEO						
HR11-00 - N/A						
Location Info: HR Dept.						
		15-HR11-00-001	Contractors and vendors	15 years	Paper	Human Resources
Location Info: HR Dept.						
		15-HR11-00-002	EEO Reports	3 years after superseded	Paper	Human Resources
Location Info: HR Dept.						
HR12 - Safety						
HR12-00 - N/A						
Location Info: HR Dept.						
		15-HR12-00-001	Public Employee Risk Reduction Program	7 years	Paper	Human Resources
Location Info: HR Dept.						
		15-HR12-00-002	Personal Injury Report	7 years	Paper	Human Resources
Location Info: HR Dept.						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR12 - Safety						
HR12-00 - N/A						
		15-HR12-00-003	Form C9: Physician's Request for Medical Services or Recommendation of Additional Conditions for Industrial Injury or Occupational Disease Location Info: HR Dept.	7 years	Paper	Human Resources
		15-HR12-00-004	Allowance or Disallowance Notice Location Info: HR Dept.	7 years	Paper	Human Resources
		15-HR12-00-005	Worker Compensation Claims and Related Correspondence, Hearing Notices, etc. Location Info: HR Dept.	7 years	Paper	Human Resources
HR14 - Litigation						
HR14-00 - N/A						
		15-HR14-00-001	Correspondence, notes, forms, investigations and responses Location Info: Library server	90 days after conclusion of administrative or judicial action or 3 years after employment ends, whichever is longer	Email	Human Resources
HR16 - Policies						
HR16-00 - N/A						
		15-HR16-00-001	Human Resources Manual Location Info: HR Dept.	3 years after superseded	Paper	Human Resources
HR17 - Miscellaneous						
HR17-00 - N/A						
		15-HR17-00-001	Claim determination letters, unemployment correspondence, investigation Location Info: HR Dept.	90 days after conclusion of administrative or judicial action or 4 years after employment ends, whichever is longer	Paper	Human Resources
		15-HR17-00-002	Death notices of family members Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR17-00-003	Employee profiles Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR17-00-004	General/benign correspondence from employees Location Info: HR Dept.	3 years after employment ends	Paper	Human Resources
		15-HR17-00-005	Clerk treasurer appointments and related documents	10 years	Paper	Human Resources

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
15 - Human Resources						
HR17 - Miscellaneous						
HR17-00 - N/A						
Location Info: HR Dept.						
HR18 - Human Resources Office						
HR19-00 - N/A						
		15-HR19-00-001	General Correspondence	3 years	Paper Email	Human Resources
Location Info: Human Resources and Email Server(s)						
		15-HR19-00-002	Transient Documents	Retain current fiscal year and previous year	Paper	Human Resources
Location Info: HR Dept						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR01 - Public Relations Office						
PR01-00 - N/A						
		16-PR01-00-002	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Public Relations
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		16-PR01-01-001	Budgets	5 Years	Paper	Public Relations
Location Info: PR Office						
PR02 - Calendars						
PR02-00 - N/A						
		16-PR02-00-002	Meeting Rooms at Main Library	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
Location Info: PR Office						
PR03 - Correspondence						
PR03-00 - N/A						
		16-PR03-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Public Relations
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
PR05 - Friends of the Library						
PR05-00 - N/A						
		16-PR05-00-001	Friends of Cleveland Public Library papers	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						
PR06 - Mailing Lists						
PR06-00 - N/A						
		16-PR06-00-001	Mailing List	Retain Current Fiscal Year and Previous Year	Data	Public Relations
Location Info: Master list kept at Consolidated Graphics. Updates done by Consolidated Graphics, per contract.						
PR07 - Marketing						
PR07-00 - N/A						
		16-PR07-00-001	Paid Advertising	5 Years	Paper	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR07 - Marketing						
PR07-00 - N/A						
		16-PR07-00-002	Press Releases	5 Years then Assess for Permanent Retention in Archives	Paper	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						
PR08 - Meeting Room Reservations						
PR08-00 - N/A						
		16-PR08-00-001	Applications	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
Location Info: Current and previous year in PR office.						
		16-PR08-00-002	Requisitions	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
Location Info: In PR office.						
PR09 - Programs						
PR09-00 - N/A						
		16-PR09-00-001	Special Program documentation	5 Years	Paper	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						
		16-PR09-00-002	Special Program recordings	5 Years then Assess for Permanent Retention in Archives	Video	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						
PR10 - Public Relations						
PR10-00 - N/A						
		16-PR10-00-001	Photographs	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Public Relations
Location Info: Responsible office for 2 years, then transfer to Archives.						
		16-PR10-00-003	Contract Services	5 Years	Paper	Public Relations
Location Info: PR office.						
		16-PR10-00-004	Contract Design Services	5 Years	Paper	Public Relations
Location Info: PR office.						
PR11 - Staff						
PR11-00 - N/A						
		16-PR11-00-001	Vacation schedules	Retain Current Fiscal Year and Previous Year	Paper	Public Relations
Location Info: PR office.						
PR12 - Graphics						
PR12-00 - N/A						
		16-PR12-00-002	Requisitions	5 Years	Paper	Public Relations

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
16 - Public Relations						
PR12 - Graphics						
PR12-00 - N/A						
Location Info: In Graphics Department.						
		16-PR12-00-003	Artwork	5 Years	Electronic	Public Relations
Location Info: On Graphics Department computers.						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
19 - Planning & Research						
PLN12 - Statistics						
PLN12-01 - Data						
		19-PLN12-01-001	Survey of User Transactions	Retain Current Fiscal Year and Previous Year	Paper	Planning & Research
Location Info: Planning & Research office						
		19-PLN12-01-002	Daily Attendance Worksheet	Retain Current Fiscal Year and Previous Year	Paper	Planning & Research
Location Info: Planning & Research office						
PLN14 - Planning & Research Office						
PLN14-00 - N/A						
		19-PLN14-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Planning & Research
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		19-PLN14-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Planning & Research
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		19-PLN14-00-004	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Planning & Research
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		19-PLN14-00-005	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Planning & Research
Location Info: Planning & Research offices						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS01 - Buildings Services Office						
BS01-00 - N/A						
		21-BS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Buildings Services Office
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		21-BS01-00-003	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Buildings Services Office
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		21-BS01-00-004	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Buildings Services Office
Location Info: Buildings Services Office						
BS03 - Schedules						
BS03-00 - N/A						
		21-BS03-00-001	Weekly Schedules	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
Location Info: Building Services Office						
		21-BS03-00-002	Vehicle Reservation Form	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
Location Info: Building Services Office						
		21-BS03-00-003	Sunday Schedule	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
Location Info: Building Services Office						
BS04 - Work Orders						
BS04-00 - N/A						
		21-BS04-00-001	Work Order	2 Years	Paper	Buildings Services Office
Location Info: Building Services Office						
BS05 - Logs						
BS05-00 - N/A						
		21-BS05-00-001	Complaint Log	Retain Current Fiscal Year and Previous Year	Video	Buildings Services Office
Location Info: Building Services Office						
		21-BS05-00-002	Utility Consumption	5 Years	Paper	Buildings Services Office
Location Info: Building Services Office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
21 - Buildings Services						
BS05 - Logs						
BS05-00 - N/A						
		21-BS05-00-003	Car Maintenance Log Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS05-00-005	Overtime Log Location Info: Building Services Office	Retain Current Fiscal Year and Previous Year	Paper	Buildings Services Office
BS06 - Supply Orders						
BS06-00 - N/A						
		21-BS06-00-001	Supply Order Location Info: Building Services Office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Buildings Services Office
BS07 - Inspection Sheet						
BS07-00 - N/A						
		21-BS07-00-001	Branch Inspection Reports Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS07-00-002	Equipment Inspection Report Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
		21-BS07-00-003	Air Handler Unit/ Branches Inspection Location Info: Building Services Office	5 Years	Paper	Buildings Services Office
BS08 - Fire Pump Tests						
BS08-00 - N/A						
		21-BS08-00-001	Fire Suppression Weekly Inspection Location Info: Building Services Office	2 Years	Paper	Buildings Services Office

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC01 - Security Operations Office						
SEC01-00 - N/A						
		29-SEC01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Security Services
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		29-SEC01-00-003	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Security Services
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		29-SEC01-00-004	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Security Services
			Location Info: Security Office			
SEC02 - Log Books						
SEC02-00 - N/A						
		29-SEC02-00-001	Deposit Change Order	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC02-00-002	Alarm Log	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC02-00-003	Sign-in Book	5 Years	Paper	Security Services
			Location Info: Security Service Office			
SEC03 - Reports						
SEC03-00 - N/A						
		29-SEC03-00-001	Daily Security Summary	5 Years	Paper	Security Services
			Location Info: Security Operations Office			
		29-SEC03-00-002	Brevities Report	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC03-00-003	Security Log	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC03-00-004	Daily Assignments	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC03-00-005	Custodial Sign-In Sheet	5 Years	Paper	Security Services
			Location Info: Security Service Office			
		29-SEC03-00-006	Building Closing Form	5 Years	Paper	Security Services

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
29 - Security Services						
SEC03 - Reports						
SEC03-00 - N/A						
Location Info: Security Service Office						
		29-SEC03-00-007	Daily Report	5 Years	Paper	Security Services
Location Info: Security Service Office						
		29-SEC03-00-008	Irregularity Report	5 Years	Paper	Security Services
Location Info: Security Service Office						
SEC04 - Schedules						
SEC04-00 - N/A						
		29-SEC04-00-001	Staff Schedules	Retain Current Fiscal Year and Previous Year	Paper	Security Services
Location Info: Security Service Office						
		29-SEC04-00-002	Request for Days Off Form	Retain Current Fiscal Year and Previous Year	Paper	Security Services
Location Info: Security Service Office						
		29-SEC04-00-003	Form for Sick Day	Retain Current Fiscal Year and Previous Year	Paper	Security Services
Location Info: Security Service Office						
SEC05 - Security Recordings						
SEC05-00 - N/A						
		29-SEC05-00-001	Security Recordings	30 Days	Video	Security Services
Location Info: Security Service Office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
30 - Automation Services						
AS02 - Integrated Library System						
AS02-00 - N/A						
		30-AS02-00-001	Annual Statistical Report Location Info: Automation	3 Years	Electronic	Automation
		30-AS02-00-002	Bibliographic records with no copies Location Info: Automation	Removed when last copy is removed	Data	Automation
		30-AS02-00-003	Discarded item records with no bills Location Info: Automation	45 Days	Data	Automation
		30-AS02-00-004	Expired patron records with no bills Location Info: Automation	3 Years	Data	Automation
		30-AS02-00-005	Integrated Library System Documentation Location Info: Automation	Retain until superseded, obsolete, or replaced	Electronic	Automation
		30-AS02-00-006	Integrated Library System Release Notes Location Info: Automation	Retain until no longer of administrative value	Electronic	Automation
		30-AS02-00-007	Lost Bills, any amount Location Info: Automation	7 Years	Data	Automation
		30-AS02-00-008	Missing item records with no bills Location Info: Automation	1 Year	Data	Automation
		30-AS02-00-009	Monthly statistical reports Location Info: Automation	3 Years	Electronic	Automation
		30-AS02-00-010	Overdue bills, less than \$10.00 Location Info: Automation	2 Years	Data	Automation
		30-AS02-00-011	Uncataloged item records, not circulated Location Info: Automation	2 Years	Data	Automation
AS03 - Backup Tapes						
AS03-00 - N/A						
		30-AS03-00-001	Staff work files on network drives Location Info: Off site	2 Weeks	Data	Automation
		30-AS03-00-002	Accounting system year end Location Info: Off site	1 Year	Data	Automation
		30-AS03-00-003	Integrated Library System Location Info: Off site	10 Days	Data	Automation

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS01 - Technical Services Office						
TS01-00 - N/A						
		41-TS01-00-002	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Technical Services Office
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally per retention period until content management system is operational.						
		41-TS01-00-003	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Technical Services Office
Location Info: Technical Services Office for 2 years then transfer to Archives						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS01-00-004	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Technical Services Office
Location Info: Technical Services Office						
		41-TS01-00-005	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Technical Services Office
Location Info: Paper documents are kept in responsible office for 2 years, then transferred to Archives.						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS01-00-006	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic Paper	Technical Services Office
Location Info: Manager's PC and/or manager's office						
		41-TS01-00-007	Procedures, Guidelines, Instructions, etc for Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	Technical Services Office
Location Info: Administrator's PC and/or administrator's office						
		41-TS01-00-008	Budget Requests	5 Years	Electronic	Technical Services Office
Location Info: Administrator's PC						
		41-TS01-00-009	Appointment Calendar	Retain Current Fiscal Year and Previous Year	Paper	Technical Services Office
Location Info: Administrator's Desk						
		41-TS01-00-010	Lake Shore Meeting Calendar	Retain Current Fiscal Year and Previous Year	Paper	Collection Management
Location Info: Collection Management Assistant's Desk						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS02 - Acquisitions						
TS02-00 - N/A						
		41-TS02-00-001	Management & Operations Reports Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic Paper	Acquisitions
		41-TS02-00-002	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Acquisitions
		41-TS02-00-006	Staff Schedules Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Acquisitions
		41-TS02-00-008	Time Off Requests Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Paper	Acquisitions
		41-TS02-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Acquisitions
		41-TS02-00-011	General Correspondence Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Acquisitions
		41-TS02-00-012	Departmental Meeting Agendas, Notes, Handouts, etc. Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Acquisitions
		41-TS02-00-013	Transient Documents Location Info: Manager's office	Retain until no longer of administrative value	Paper Electronic	Acquisitions
TS03 - Catalog						
TS03-00 - N/A						
		41-TS03-00-001	Management & Operations Reports Location Info: Manager's PC and manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Catalog
		41-TS03-00-003	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Catalog
		41-TS03-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic Paper	Catalog

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS03 - Catalog						
TS03-00 - N/A						
Location Info: Manager's PC and/or manager's office						
		41-TS03-00-008	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Catalog
Location Info: Manager's Office						
		41-TS03-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	Catalog
Location Info: Manager's PC and/or manager's office						
		41-TS03-00-011	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Catalog
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS03-00-012	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Catalog
Location Info: Manager's Office						
		41-TS03-00-013	CLEVNET Cataloging Guidelines, Instructions, etc.	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
Location Info: Manager's PC						
		41-TS03-00-014	CLEVNET Reports, Requests, etc.	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
Location Info: Manager's PC						
		41-TS03-00-015	Cataloging Specifications for Vendors	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
Location Info: Manager's PC						
		41-TS03-00-016	Statistics of Work Performed	Retain Current Fiscal Year and Previous Year	Electronic	Catalog
Location Info: Manager's PC						
		41-TS03-00-017	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Catalog
Location Info: Manager's office						
TS04 - Book Prep						
TS04-00 - N/A						
		41-TS04-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic Paper	Book Preparation
Location Info: Manager's PC and/or manager's office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS04 - Book Prep						
TS04-00 - N/A						
		41-TS04-00-003	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Book Preparation
		41-TS04-00-005	Commercial Binding Statistics Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		41-TS04-00-006	Materials Processed Statistics Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Book Preparation
		41-TS04-00-007	Processing Supplies Inventory Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		41-TS04-00-008	Processing Statistical Data Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Data	Book Preparation
		41-TS04-00-010	Staff Schedules Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Book Preparation
		41-TS04-00-012	Time Off Requests Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Book Preparation
		41-TS04-00-014	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Book Preparation
		41-TS04-00-015	General Correspondence Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Book Preparation
		41-TS04-00-016	Departmental Meeting Agendas, Notes, Handouts, etc. Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Book Preparation
		41-TS04-00-017	Transient Documents Location Info: Manager's office	Retain until no longer of administrative value	Paper Electronic	Book Preparation

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS05 - Collection Management						
TS05-00 - N/A						
		41-TS05-00-001	Management & Operations Reports Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Collection Management
		41-TS05-00-004	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Collection Management
		41-TS05-00-007	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Collection Management
		41-TS05-00-008	General Correspondence Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Collection Management
		41-TS05-00-009	Departmental Meeting Agendas, Notes, Handouts, etc. Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Collection Management
		41-TS05-00-010	Transient Documents Location Info: Manager's office	Retain until no longer of administrative value	Paper Electronic	Collection Management
TS06 - High Demand						
TS06-00 - N/A						
		41-TS06-00-001	Management & Operations Reports Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	High Demand
		41-TS06-00-003	Emergency Telephone Contact List Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
		41-TS06-00-004	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	High Demand
		41-TS06-00-006	Work Schedules Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	High Demand
		41-TS06-00-007	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic Paper	High Demand

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS06 - High Demand						
TS06-00 - N/A						
Location Info: Manager's PC and/or manager's office						
		41-TS06-00-008	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	High Demand
Location Info: Manager's Office						
		41-TS06-00-010	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	High Demand
Location Info: Manager's PC and/or manager's office						
		41-TS06-00-011	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	High Demand
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS06-00-012	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	High Demand
Location Info: Manager's Office						
		41-TS06-00-013	Transient Documents	Retain until no longer of administrative value	Paper Electronic	High Demand
Location Info: Manager's office						
TS07 - Preservation						
TS07-00 - N/A						
		41-TS07-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Electronic Paper	Preservation
Location Info: Manager's PC and/or manager's office						
		41-TS07-00-003	Lists/Directories	Retain until superseded, obsolete, or replaced	Electronic Paper	Preservation
Location Info: Manager's PC and/or manager's office						
		41-TS07-00-006	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic Paper	Preservation
Location Info: Manager's PC and/or manager's office						
		41-TS07-00-007	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Preservation
Location Info: Manager's Office						
		41-TS07-00-009	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	Preservation
Location Info: Manager's PC						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS07 - Preservation						
TS07-00 - N/A						
		41-TS07-00-010	General Correspondence Location Info: Paper format in responsible office for 2 years, then transfer to Archives. Email server(s) If electronic document is the sole format, retain electronic document locally until content management system is operational.	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Preservation
		41-TS07-00-011	Departmental Meeting Agendas, Notes, Handouts, etc. Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		41-TS07-00-012	Conservation Reports, Photos, & Correspondence from Vendors Location Info: Manager's Office	Retain Current Fiscal Year and Previous Year	Paper	Preservation
		41-TS07-00-015	Microfilming Reports, Records, Descriptions, etc. Location Info: Manager's Office	5 Years	Paper	Preservation
		41-TS07-00-016	Transient Documents Location Info: Manager's office	Retain until no longer of administrative value	Paper Electronic	Preservation
TS08 - Shelf/Shipping						
TS08-00 - N/A						
		41-TS08-00-001	Management & Operations Reports Location Info: Manager's PC and/or manager's office	Retain Current Fiscal Year and Previous Year	Electronic Paper	Lakeshore Shipping/Shelf
		41-TS08-00-003	Lists/Directories Location Info: Manager's PC and/or manager's office	Retain until superseded, obsolete, or replaced	Electronic Paper	Lakeshore Shipping/Shelf
		41-TS08-00-005	Shipping Log--Incoming Commercial Shipments Location Info: Shipping PC	Retain Current Fiscal Year and Previous Year	Data	Lakeshore Shipping/Shelf
		41-TS08-00-006	Shipping Log--Outgoing Commercial Shipments Location Info: Shipping PC	Retain Current Fiscal Year and Previous Year	Data	Lakeshore Shipping/Shelf
		41-TS08-00-007	Telescope Count, Outgoing Location Info: Manager's PC	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
		41-TS08-00-008	Item Processing Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
41 - Technical Services						
TS08 - Shelf/Shipping						
TS08-00 - N/A						
Location Info: Manager's PC						
		41-TS08-00-009	Completed Truck Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
Location Info: Manager's PC						
		41-TS08-00-010	Storage Items Retrieved Count	Retain Current Fiscal Year and Previous Year	Electronic	Lakeshore Shipping/Shelf
Location Info: Manager's PC						
		41-TS08-00-012	Staff Schedules	Retain Current Fiscal Year and Previous Year	Electronic Paper	Lakeshore Shipping/Shelf
Location Info: Manager's PC and/or manager's office						
		41-TS08-00-014	Time Off Requests	Retain Current Fiscal Year and Previous Year	Paper	Lakeshore Shipping/Shelf
Location Info: Manager's Office						
		41-TS08-00-016	Procedures, Guidelines, Instructions, etc. for Agency or Administrative Area	Retain until superseded, obsolete, or replaced	Electronic Paper	Lakeshore Shipping/Shelf
Location Info: Manager's PC and/or manager's office						
		41-TS08-00-017	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Lakeshore Shipping/Shelf
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		41-TS08-00-018	Departmental Meeting Agendas, Notes, Handouts, etc.	Retain Current Fiscal Year and Previous Year	Paper	Lakeshore Shipping/Shelf
Location Info: Manager's Office						
		41-TS08-00-019	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Lakeshore Shipping/Shelf
Location Info: Manager's office						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS01 - Branches & Outreach Office						
BOS01-00 - N/A						
		70-BOS01-00-003	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Branch/Outreach Office
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		70-BOS01-00-005	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email	Branch/Outreach Office
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		70-BOS01-00-007	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Branch/Outreach Office
Location Info: Branches & Outreach Services Office						
		70-BOS01-00-009	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Branch/Outreach Office
Location Info: Branches & Outreach Services Office						
BOS02 - Branches						
BOS02-00 - N/A						
		70-BOS02-00-001	Meeting Room Applications	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-002	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-003	Receipts	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Circulation Desk						
		70-BOS02-00-004	Staff Newsletters	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Circulation Desk						
		70-BOS02-00-005	Schedules	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-006	Sick/Vacation Hours Reports	Retain Current Fiscal Year and Previous Year	Paper	Branch

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS02 - Branches						
BOS02-00 - N/A						
Location Info: Manager's Files						
		70-BOS02-00-007	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper Electronic	Branch
Location Info: Manager's PC and/or files						
		70-BOS02-00-008	Requisitons	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-009	Security Reports (copies)	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's files						
		70-BOS02-00-012	Contracted Security Guard Logs	Retain Current Fiscal Year and Previous Year	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-013	Budget Requests	5 Years	Paper	Branch
Location Info: Manager's Files						
		70-BOS02-00-014	Reports concerning branch operations that originate in other library agencies	Retain until no longer of administrative value	Paper	Branch
Location Info: Branch Manager's Files						
		70-BOS02-00-015	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Branch
Location Info: Branch						
		70-BOS02-00-017	Staff Evaluations (copies)	Retain until no longer of administrative value	Paper	Branch
Location Info: Branch Manager's Files						
		70-BOS02-00-018	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Branch
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
BOS03 - Mobile Services						
BOS03-00 - N/A						
		70-BOS03-00-001	Patron Requests	Retain Current Fiscal Year and Previous Year	Paper	Mobile Services
Location Info: Mobile Services Offices						
		70-BOS03-00-002	Driver Daily Inspection & Condition Report	Retain Current Fiscal Year and Previous Year	Paper	Youth Services

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS03 - Mobile Services						
BOS03-00 - N/A						
Location Info: Mobile Services Office						
		70-BOS03-00-003	Time Cards	Retain Current Fiscal Year and Previous Year	Paper	Mobile Services
Location Info: Mobile Services Office						
		70-BOS03-00-004	Service Schedules & Statistics	5 Years then Assess for Permanent Retention in Archives	Electronic Paper	Mobile Services
Location Info: Mobile Services Office						
		70-BOS03-00-005	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Mobile Services
Location Info: Mobile Services Office						
		70-BOS03-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Mobile Services
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		70-BOS03-00-007	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper Electronic	Mobile Services
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
BOS04 - Youth Services						
BOS04-00 - N/A						
		70-BOS04-00-001	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
Location Info: Youth Services Office						
		70-BOS04-00-002	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Youth Services
Location Info: Youth Services						
		70-BOS04-00-003	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper Electronic	Youth Services
Location Info: Head of Youth Services Office						
		70-BOS04-00-004	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Youth Services

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS04 - Youth Services						
BOS04-00 - N/A						
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		70-BOS04-00-005	Inventory Records	Retain Current Fiscal Year and Previous Year	Paper	Youth Services
Location Info: Head of Youth Services Office						
		70-BOS04-00-006	Time and Expense Reports	5 Years	Electronic	Youth Services
Location Info: Head of Youth Services Office						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
		70-BOS05-00-002	Statistics	Retain Current Fiscal Year and Previous Year	Data	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-003	Quarterly Budget	Retain Current Fiscal Year and Previous Year	Electronic Paper	Library for the Blind and Physically handicapped
Location Info: LBPH, State of Ohio						
		70-BOS05-00-004	Application Form	5 Years	Paper	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-005	Evaluation Form for Standards	5 Years	Paper	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Library for the Blind and Physically handicapped
Location Info: Paper format in responsible office for 2 years, then transfer to Archives.						
Email server(s)						
If electronic document is the sole format, retain electronic document locally until content management system is operational.						
		70-BOS05-00-007	Purchase Orders	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-008	Comprehensive Magazine Listing Service	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-009	Page Sign-In Sheet	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
70 - Branches & Outreach Services						
BOS05 - Library for the Blind and Physically handicapped						
BOS05-00 - N/A						
Location Info: LBPH						
		70-BOS05-00-010	Volunteer Hours	5 Years	Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-011	Locally Produced Recorded Magazines List	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-012	Instructions for Recorded Magazines	Retain until superseded, obsolete, or replaced	Paper	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-013	Statistics on Inspected Books	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-014	X-SS Inventory	Retain Current Fiscal Year and Previous Year	Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH						
		70-BOS05-00-015	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper Electronic	Library for the Blind and Physically handicapped
Location Info: LBPH manager's PC and/or files						
		70-BOS05-00-016	Time Cards	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
Location Info: Keeps copy.						
		70-BOS05-00-017	Request for Time/Expenses (copy)	Retain Current Fiscal Year and Previous Year	Paper	Library for the Blind and Physically handicapped
Location Info: LBPH						

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML01 - Main Library Office						
ML01-00 - N/A						
		90-ML01-00-001	Pull List Statistics	Retain Current Fiscal Year and Previous Year	Paper	Main Library Office
			Location Info: Main Library Office			
		90-ML01-00-002	Management & Operations Reports	5 Years then Assess for Permanent Retention in Archives	Paper Electronic	Main Library Office
			Location Info: Paper format in Main Library Office for 2 years, then transferred to Archives.			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		90-ML01-00-003	Transient Documents	Retain until no longer of administrative value	Paper Electronic	Main Library Office
			Location Info: Main Library Office			
		90-ML01-00-004	Sunday Schedules and Supporting Documentation	5 Years then Assess for Permanent Retention in Archives	Paper	Main Library Office
			Location Info: Main Library Office for 2 years, then transfer to Archives.			
		90-ML01-00-005	Staff Schedules	Retain Current Fiscal Year and Previous Year	Paper Electronic	Main Library Office
			Location Info: Main Library Office			
		90-ML01-00-007	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Main Library Office
			Location Info: Paper format in Main Library Office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		90-ML01-00-008	Professional Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Main Library Office
			Location Info: Paper format in Main Library Office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
ML02 - Subject Departments						
ML02-00 - N/A						
		90-ML02-00-001	Management & Operations Reports	Retain Current Fiscal Year and Previous Year	Paper Electronic	Subject Departments
			Location Info: Subject Department manager offices			
		90-ML02-00-003	Statistics	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
			Location Info: Subject Department			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML02 - Subject Departments						
ML02-00 - N/A						
		90-ML02-00-004	Staff Schedules	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
			Location Info: Subject Department manager offices			
		90-ML02-00-006	General Correspondence	5 Years then Assess for Permanent Retention in Archives	Paper Email Electronic	Subject Departments
			Location Info: Paper format in responsible office for 2 years, then transfer to Archives.			
			Email server(s)			
			If electronic document is the sole format, retain electronic document locally until content management system is operational.			
		90-ML02-00-007	Daily Logs	5 Years then Assess for Permanent Retention in Archives	Paper	Subject Departments
			Location Info: Subject Department			
		90-ML02-00-008	Patron Request/Hold For Materials	Retain until no longer of administrative value	Paper	Subject Departments
			Location Info: Audio-Video Department			
		90-ML02-00-009	Request for A-V Technician/Equipment	Retain until no longer of administrative value	Paper	Subject Departments
			Location Info: Audio Video Department			
		90-ML02-00-010	Quotes for Video Work	Retain until no longer of administrative value	Paper	Subject Departments
			Location Info: Audio-Video Department			
		90-ML02-00-013	Committee Minutes	5 Years then Assess for Permanent Retention in Archives	Paper	Subject Departments
			Location Info: Subject Department			
		90-ML02-00-014	Cash Register Report	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
			Location Info: Public Administration Library			
		90-ML02-00-015	Sign-In for Computer	Retain until no longer of administrative value	Paper	Subject Departments
			Location Info: Public Administration Library			
		90-ML02-00-016	Copy Machine Receipt	Retain Current Fiscal Year and Previous Year	Paper	Subject Departments
			Location Info: Public Administration Library			
ML03 - Photograph Collection						
ML03-00 - N/A						
		90-ML03-00-001	Requisition for Photoduplication	5 Years	Paper	Photograph Collection
			Location Info: Photograph Collection			

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML03 - Photograph Collection						
ML03-00 - N/A						
		90-ML03-00-002	Permission to Reproduce Photograph for Personal Research Location Info: Photograph Collection	5 Years	Paper	Photograph Collection
		90-ML03-00-003	Patron Request Location Info: Photograph Collection	Retain Current Fiscal Year and Previous Year	Paper	Photograph Collection
		90-ML03-00-004	Activity Report Location Info: Photograph Collection	Retain Current Fiscal Year and Previous Year	Paper	Photograph Collection
ML04 - Lending						
ML04-00 - N/A						
		90-ML04-00-001	Library Card Applications Location Info: Lending	Retain until no longer of administrative value	Paper	Lending
		90-ML04-00-003	Change/Correction of Borrower Database Location Info: Lending	Retain until no longer of administrative value	Paper Email	Lending
		90-ML04-00-004	Drive-up Window Log Location Info: Lending	Retain Current Fiscal Year and Previous Year	Paper	Lending
		90-ML04-00-005	Cash Register Tapes Location Info: Lending	5 Years	Paper	Lending
		90-ML04-00-006	Safe Log Sheet Location Info: Lending	Retain Current Fiscal Year and Previous Year	Paper	Lending
		90-ML04-00-007	NSF Documentation Location Info: Lending	5 Years or Until Paid	Paper	Lending
ML05 - Homebound Services						
ML05-00 - N/A						
		90-ML05-00-001	Homebound Services Request Location Info: Homebound Services	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
		90-ML05-00-002	Enrollment Location Info: Homebound Services	5 Years	Paper	Homebound Services
		90-ML05-00-003	Cost by Week Location Info: Homebound Services	5 Years	Paper	Homebound Services

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML05 - Homebound Services						
ML05-00 - N/A						
		90-ML05-00-004	Daily Log of Materials Location Info: Homebound Services	Retain Current Fiscal Year and Previous Year	Paper	Homebound Services
ML06 - Photoduplication Office						
ML06-00 - N/A						
		90-ML06-00-001	Order Sheet Location Info: Photoduplication Office	5 Years	Paper	Photoduplication Office
		90-ML06-00-002	Correspondence Regarding Order Location Info: Photoduplication Office	5 Years	Paper	Photoduplication Office
		90-ML06-00-003	Invoice Location Info: Photoduplication Office	5 Years	Paper	Photoduplication Office
		90-ML06-00-004	Requests from other Libraries Location Info: Photoduplication Office	Retain Current Fiscal Year and Previous Year	Paper	Photoduplication Office
ML07 - Interlibrary Loan						
ML07-00 - N/A						
		90-ML07-00-001	Patron Requests Location Info: Interlibrary Loan	5 Years	Data	Interlibrary Loan
		90-ML07-00-002	Invoices Location Info: Interlibrary Loan Office	5 Years	Paper	Interlibrary Loan
ML08 - Shelf Division						
ML08-00 - N/A						
		90-ML08-00-001	Statistics Location Info: Shelf Division	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
		90-ML08-00-002	Time Slips Location Info: Shelf Division	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
		90-ML08-00-003	Weekly Work Schedule Location Info: Shelf Division	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division
		90-ML08-00-004	Sunday Work Schedule Location Info: Shelf Division	Retain Current Fiscal Year and Previous Year	Paper	Shelf Division

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Category	Sub-Category	Record Code	Record Title	Retention Period	Format	Resp. Office
90 - Main Library						
ML09 - Cleveland Research Center						
ML09-00 - N/A						
		90-ML09-00-001	Invoices	5 Years	Paper	Cleveland Research Center
		Location Info: Cleveland Research Center				
		90-ML09-00-002	Project Summary	Retain Current Fiscal Year and Previous Year	Paper	Cleveland Research Center
		Location Info: Cleveland Research Center				
ML10 - Computer Lab						
ML10-00 - N/A						
		90-ML10-00-001	Statistics	Retain Current Fiscal Year and Previous Year	Electronic	Computer Lab
		Location Info: Computer				