



ADMINISTRATIVE RULE

Approval Date: 07/26/12

Effective Date: 07/26/12

Last Revised: 08/05/19

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| Rule Number/Name: | 040.006.000 - Library Records Retention |
| Responsible Department: | Instructional Services |
| Authority: | Director of Library and Learning Commons |

Overview

The Library and Media Records Retention Administrative Rule details how long records are kept on file. Time periods vary for each type of record and are based on the Oregon Administrative Rule governing records retention for community colleges.

Applicability

The Director of Library and Learning Commons is responsible for carrying out this Administrative Rule with the help of library staff.

Administrative Rule Statement

The information for this schedule was obtained from the Oregon State Archives (http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_450.html) and is applicable to the library and media records of community colleges. Retention periods apply to the official copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies.

1. Acquisition Records are in RAPS or the Business Office – POs and invoices
 - a. Requesting/ordering records - 2 yrs
 - b. Purchasing records, On Order file - 3 yrs.
 - c. Other records - 1 yr.
2. AV Materials and Equipment Loan Records - 5 yrs.
 - a. Inventory spreadsheet
 - b. Surplus records
 - c. Equipment Use Agreement forms
3. Borrower Registration Records – Until patron is no longer registered at the college and the account is cleared.
 - a. Library Barcode Applications
 - b. Library Computer Use forms
4. Cash Deposit Records (includes cash receipt books) - 3 yrs.

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5. Circulation records
 - a. Statistical reports – 10 yrs.
 - b. Other records – until transaction is completed
6. Cooperative Regional Library Contract Records – 6 yrs. after expiration
 - a. Courier service agreements
 - b. Sage Library System
 - c. Interlibrary Loan Code for Oregon Libraries
7. Films, Videotapes and Sound Recordings
 - a. Produced by CGCC staff (commencement, special events) – Permanent
 - b. Acquired media – Retain according to terms of license/copyright agreement
8. Interlibrary loan Records – 3 yrs.
 - a. Request forms (books/articles)
9. Library Catalog - Until material withdrawn from collection
 - a. Bibliographic records
 - b. Item records
10. Library Reports - 5 years
 - a. Courier Service Statistics
 - b. Annual report & annual statistics
 - c. Interlibrary loan statistics
11. Overdue Records – Until material returned, debts cleared or transferred to Business Office Records of open charges – 10 yrs.
 - a. Billing records
 - b. Collection records – keep until Business Office notifies library that a bill sent to collections has been paid
 - c. Overdue interlibrary loan records
12. Reference Records – 1 yr.
 - a. Reference statistics
 - b. Library Instruction sessions
 - c. Library Instruction student evaluations
 - d. Library Instruction faculty evaluations

Definitions

None

Interpretation of Administrative Rule

Director of Library and Learning Commons



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Cross Reference to Related Administrative Rules

None

Further Information

Director of Library and Learning Commons
Library@cgcc.edu
(541) 506-6080

Strategic Direction

Appendix

1. Oregon Administrative Rule 166-450-0080:
http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_450.html