

Appendix B: New York State Archives: Schedule MU-1 Libraries

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| 1.[304] | Incorporation, chartering and registration records: RETENTION: PERMANENT |
| *2.[305] | Accession records: RETENTION: 1 year after accessioning procedure becomes obsolete NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general records need to be retained only for the kinds of materials still accessioned. |
| *3.[306] | Directory of public library system and member libraries, prepared by public library system (member libraries): RETENTION: 0 after superseded or obsolete |
| 4.[307] | Borrowing or loaning records, including interlibrary loan: RETENTION: 0 after no longer needed |
| *5.[308] | Catalog of holdings |
| | a. Manuscript or published catalog: RETENTION: PERMANENT |
| | b. Continuously updated catalog: RETENTION: 0 after superseded or obsolete |
| 6.[309] | Individual title purchase requisition which has been filled or found to be unfillable: RETENTION: 1 year |
| *7.[310] | Records documenting selection of books and other library materials: RETENTION: 0 after no longer needed |
| *8.[311] | Library material censorship and complaint records, including evaluations by staff, patrons' complaints: RETENTION: 6 years after last entry NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records and may have value for future research. |
| 9.[312] | Patron's registration for use of rare, valuable or restricted non-circulating materials: RETENTION: 6 years |