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| **APPENDIX 1**  **Library Disposition Schedule** | | | | | | | | |
| Coding for “Record Security” (indicates degree of record security):  **High** - Protection of data is required by law or College Policy, practice and regulations;  **Medium** - Protection of data is not otherwise protected by statute or regulation, but Fleming has a contractual obligation to protect the data;  **Low** – Data has no requirement for confidentiality. | | | | | Coding for “Years” (indicates retention length):  A = Length of time retained in active records  D = Length of time retained in dormant area  FY = Fiscal Year (April 1 to March 31)  AY = Academic Year (September 1 to August 31)  CY = Calendar Year (January 1 to December 1) | | | |
| **Item** | **Record Security**  *(see above)* | **Record Type or Category** | **Format** | **Office of Primary Interest** | **Location** | **Active and Dormant (offline) retention** | **Total Retention** | **Final Disposition** |
| 1. |  | Inter Library and Inter Campus Loans | paper | Library | |  | | --- | | Brealey: Inter Library Loan binder in C1 220, Frost: | | Shared Drive S: | | End of school year |  | shred |
| electronic | |  | | --- | | Brealey: Inter Library Loan binder in C1 220, Frost: | | Shared Drive S: | | 3 years |  | delete |
| 2. |  | Request for alternate format materials (ACE Repository) | paper | Library | |  | | --- | | Filing cabinet C1 220 | | Shared Drive S: | |  |  | shred |
| electronic | |  | | --- | | Filing cabinet C1 220 | | Shared Drive S: | | 3 years from request |  | delete |
| 3. |  | Reserve Requests from instructors | paper | Library | Brealey: Reserves binder in C1 220, Frost: | Until instructor has removed title from Reserve |  | shred |
| 4. |  | Circulation records | electronic | Library | SIRSI - Integrated Library System | Until operational use ceases |  | delete |
| 5. |  | Reference questions | electronic | Library | Google drive, shared Drive S: | 5 years after last action |  | delete |
| 6. |  | Print and eBook invoices | paper | Library | Brealey: File cabinet C1 220, Frost: | 7 years |  | recycle |
| 7. |  | OCLC Packing Slips | paper | Library | File Cabinet C1 220 | 1 year |  | recycle |
| 8. |  | Collection Development, Titles Purchased Spreadsheet | electronic | Library | Library S: Drive | 7 years |  | delete |