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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS  
SCHEDULE 10  
LIBRARY AND MEDIA RECORDS**

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General Description: Records generally relating to the operation and maintenance of the school district's library program. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **ACQUISITION AND DEACCESSION RECORDS** that document the process of requesting, purchasing and acquiring, as well as deaccessioning, books, periodicals, audio-visual, and other library materials. Records may include but are not limited to accession and deaccession registers; correspondence with publishers; questionnaires; request forms; bibliographic data; receipt notations; and related documentation.

Retention:      3 years + current

2. **AUDIO-VISUAL MATERIALS AND EQUIPMENT LOAN RECORDS** that document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school, district, faculty or staff. Records may include but are not limited to request forms; extension and cancellation records; borrower identification; title and material identification; shipping or delivery information; booking records; attendance and number of times media used or shown; usage statistics; accounting records concerning the cost of material; and related documentation.

Retention:      3 years + current

3. **CIRCULATION RECORDS** that document the borrowing of circulating library, audio-visual, media and learning resource center materials by students and faculty. Records may include but are not limited to name of borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentation.

Retention:      1 year after school year in which records were created.

4. **COPYRIGHT AND DUPLICATION RECORDS** that document permission received from

authors, publishers, producers, and distributors of video programs and other media and materials to allow the school or district to duplicate the material without copyright infringement. Records may include but are not limited to agreements which state the terms and conditions, copyright releases, authorizing signatures, and related documentation and correspondence.

Retention: 6 years + current

5. **LIBRARY AND MEDIA INVENTORY RECORDS** that document approved lists of books, periodicals, audio-visual materials, and other library materials. Records may include but are not limited to annual inventories and lists of books, periodicals, audio-visual materials, and other materials; and lists of books and materials on specific subjects. Lists document material approved for use in the school or district; materials that may be borrowed from centralized media and resource centers; and are used in the acquisition of materials.

Retention: 3 years + current

6. **LIBRARY CATALOG RECORDS** that document the maintenance, and retrieval of the holdings of the school library; professional library; teaching resource center; and audio-visual, media, or resource center of the school and district.

Retention: Until updated + 1 year

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