

STATE OF NEW JERSEY



MUNICIPAL PUBLIC LIBRARY

M690000-003

Department:	MUNICIPAL PUBLIC LIBRARY	Agency Representative:	NORMA E. BLAKE
Division:		Title:	STATE LIBRARIAN
Bureau:		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	4/17/2002		5/16/2002

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Application for Library Card -Adult and Minor (Hard Copy/Electronic)						As updated		Destroy	
0002-0000	Application for Meeting Room Use						1 Years From date of use		Destroy	
0003-0000	Bindery Card - Newspapers and Periodicals --- Contains: name, date, publisher, date sent to bindery, and date returned.						Until material is returned from bindery		Destroy	
0004-0000	Card Catalog --- Bibliographic Record containing: title, author, publisher, date, call number, Library of Congress number, and text description. Also included On-line.						As updated		Destroy	
0005-0000	Cash Drawer Count - Overdue and Lost Library Materials (Hard Copy and Electronic)	X					3 Years		Destroy	
0006-0001	Annual Circulation Statistics --- Contains: number of items loaned. Also found in Annual Library Report.						3 Years		Destroy	
0006-0002	Monthly Circulation Statistics --- Contains: number of items loaned.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M690000			Schedule: 003		Page #:2 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0007-0000	Claim's Returned - Lost Books, Media, Tapes, and Discs --- Reorder form for lost items.	X					Reorder form for lost items.		Destroy	
0008-0000	Consent Form - Patron Permission --- Form granting patrons permission for the library to audio or video tape or photograph them.						1 Years		Destroy	
0009-0001	Fines Record - Daily Fine Receipt Tally (Electronic) --- Contains: amount, transaction number, and total.	X					6 Years		Destroy	
0009-0002	Fines Record - Receipt for Lost Books, Records, Tapes and Discs --- Payment statement for lost items.	X					3 Years		Destroy	
0009-0003	Fines Record - Receipt Small Fine (Electronic)	X					3 Years		Destroy	
0009-0004	Fines Record - Record of Individual Outstanding Fines - Fees Owed	X					3 Years After payment		Destroy	
0009-0005	Fines Record - Fine Collection Report --- Contains: collection period; check date, number, name, amount and total; cash total; and librarian's signature. Copies are kept by the library board and local municipality.	X					6 Years		Destroy	
0010-0000	Daily Reserved Books Count (Electronic)						1 Years		Destroy	
0011-0000	Departmental Expense Account (Electronic)	X					6 Years		Destroy	
0012-0001	Duplication/Copy Account Records - Duplication Account (Electronic) --- Lists each debit and credit for the entire department. Contains: department, account number, monthly charge, prior monthly charge, and year-to -date charge.						6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M690000			Schedule: 003		Page #:3 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0012-0002	Duplication/Copy Account Records - Copy Machine Refund Record --- Lists each debit and credit for the entire department.						1 Years		Destroy	
0012-0003	Duplication/Copy Account Records - Daily Copy Services Charges --- Lists each debit and credit for the entire department. Contains: date, number of copies, charge, and authorized signature for in-house, public, and interlibrary loan usage.						6 Years		Destroy	
0013-0000	Equipment and Media Problem File --- Contains: information about damaged equipment and media. Used in conjunction with insurance claims.						6 Years After resolution		Destroy	
0014-0000	Exhibits File --- Contains: permission for display of exhibit, and receipt for removal of exhibit forms.	X					1 Years		Destroy	
0015-0001	Donors File - Gifts Exceeding \$100,000.00 --- Contains: information pertaining to patrons donating money and texts and purchasing memorial bookplates. Library Administrators are urged to exercise discretion for records retention of an extended time period for records pertaining to memorial gifts.	X	X				Permanent		Retain at Agency	
0015-0002	Donors File - Gifts Under \$100,000.000. --- Contains: information pertaining to patrons donating money and texts and purchasing memorial bookplates. Library Administrators are urged to exercise discretion for records retention of an extended time period for records pertaining to memorial gifts.	X					6 Years		Destroy	
0016-0001	Interlibrary Loan Activity Report (Hard Copy/Electronic) --- Year-to-date and monthly statistical accounts of requests initiated, cancelled, filled, and turnaround time.						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M690000			Schedule: 003		Page #:4 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0016-0002	Interlibrary Loan Book Info Sheet (On-line) --- Printout of data about a book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, date, and code number.						As updated		Destroy	
0016-0003	Interlibrary Loan Request (Hard Copy/Electronic)						Until filed or completed		Destroy	
0017-0001	Library for the Blind and Handicapped (LBH) Services File (Copy) - LBH Service Center Manual (Copy) --- Reference file containing: Service Center Manual, Annual Statistical Report, Service Center Machine Cards, application for services, and listings of audio/video hardware and media issued by the LBH. Originals are kept by the LBH.						As updated		Destroy	
0017-0002	Library for the Blind and Handicapped (LBH) Services File (Copy) - LBH Annual Statistical Report (Copy) --- Reference file containing: Service Center Manual, Annual Statistical Report, Service Center Machine Cards, application for services, and listings of audio/video hardware and media issued by the LBH. Originals are kept by the LBH.						Periodic review		Destroy	
0017-0003	Library for the Blind and Handicapped (LBH) Services File (Copy) - LBH Service Center Machine Card (Copy) --- Reference file containing: Service Center Manual, Annual Statistical Report, Service Center Machine Cards, application for services, and listings of audio/video hardware and media issued by the LBH. Originals are kept by the LBH.						Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: M690000			Schedule: 003		Page #:5 of 8	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0017-0004	Library for the Blind and Handicapped (LBH) Services File (Copy) - LBH Application for Services (Copy) --- Reference file containing: Service Center Manual, Annual Statistical Report, Service Center Machine Cards, application for services, and listings of audio/video hardware and media issued by the LBH. Originals are kept by the LBH.						Periodic review		Destroy	
0018-0000	Microcomputer Hardware and Software User Registration Card						1 Years		Destroy	
0019-0000	Missing Books List (Hard Copy/Electronic)	X					1 Years As updated		Destroy	
0020-0000	Overdue Statistics (Electronic) --- Statistics pertaining to overdue, final notices, bills, recalls and hold books.	X					3 Years		Destroy	
0021-0000	Patron Registration - Temporary						As updated or Expiration of card		Destroy	
0022-0000	Patron Statistics - Annual (Hard Copy/Electronic)						10 Years		Destroy	
0023-0000	Reference - Card File						As updated		Destroy	
0024-0000	Reference Desk Schedule --- Weekly schedule of librarians working at the reference desk.						As updated		Destroy	
0025-0000	Reference Referral Form --- Contains: name, date, telephone, topic request, requesting library, request answer, and in-house office referral.						1 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0026-0000	Statement of Concern - Complaint --- Statement of concern or complaint regarding library facilities services and materials.						3 Years		Destroy	
0027-0001	Acquisitions - Order for Library Materials (Hard Copy/Electronic)	X					Until received or order cancelled		Destroy	
0027-0002	Acquisitions - Text Order Card Materials (Electronic) --- Contains: accession number, date ordered and received, dealer, number of copies, cost, classification and Library of Congress number, title, edition/series, place/publisher, year, list price, and signatures of recommendation and approval. Data is used for card catalog file.	X					1 Years After final entry		Destroy	
0027-0003	Acquisitions - Materials and Acquisition's Request --- Contains: requestor's name and telephone number, and text call number, author, and title.	X					Until filed or completed		Destroy	
0027-0004	Acquisitions - Reserve Request	X					Until filed or completed		Destroy	
0028-0000	Media Borrower File						1 Years		Destroy	
0029-0000	Internet Access Permission Form - Adult and Minor --- Contains: Internet Access Permission form for Minors and Adults.						Until expiration of permission form		Destroy	
0030-0000	Computer Use Sign Up Log						Until statistics are compiled		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
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0050-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0051-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0052-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0053-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0054-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0055-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0056-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0057-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0058-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0059-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0060-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0061-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0062-0000	General Record Series Deleted - See County and Municipal General Schedule.									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0063-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0064-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0065-0000	General Record Series Deleted - See County and Municipal General Schedule.						Permanent			
0066-0000	General Record Series Deleted - See County and Municipal General Schedule.									