

(R-87-2191)

RESOLUTION NUMBER R- 268307

ADOPTED ON MAY 11 1987

BE IT RESOLVED, by the Council of The City of San Diego, that the Records Disposition Schedule for the Library attached as Exhibit A is hereby approved.

APPROVED: JOHN W. WITT, City Attorney

By Ted Bromfield
Ted Bromfield
Chief Deputy City Attorney

TB:js:015
04/22/87
Or.Dept:Clerk
R-87-2191
Form=r.none

01273

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV. 7-86)		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3)
		DIVISION			PAGE (4) 1	
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
1.	<p>PERSONNEL FILES - INDIVIDUAL. Contains records for current and past employees of the department. Records are divided into two groups.</p> <p><u>Group A</u> records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), industrial injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, out-of-class assignment records, payroll deduction forms, all performance evaluation and supplemental performance reports completed within the past year (or the last such report if older than one year), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).</p>					

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CC-1571 (REV. 7-85)

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R-268307	<p>Group B records include: Appointing authority selection interview documentation (to be maintained in separate files, not in an employee's personnel file), discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll-related records (e.g., Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheets Correction Notices, shift differential pay, bilingual pay, standby pay, etc.), performance evaluation reports (other than those in Group A), promotion, demotion and transfer records, reclassification and/or salary adjustment records, Requests for Certification and Personnel Certifications, retirement records, waivers and/or extensions of probationary periods (if not pertinent to the new job).</p> <p>a. Current employees (Group A and B records)</p>	Retain records in office.	-	-	<p>For both Group A and Group B records please note for transferring/terminating employees. When an employee leaves a department the losing department should review its personnel records to determine if there are any records that should be forwarded to the Personnel Department which were not sent.</p>

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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	b. Transferring employees (Group A records) (Note: "Transferring employees" refers to employees changing departments to interdepartmental transfers, class transfers, promotions, demotions, and/or failures of probation).	Transfer with employee to receiving department.	-	-	
	c. Transferring employees (Group B records)	Losing department destroys records 3 years after employee transfer.	-	Destroy records 3 years after transfer.	
	d. Terminated employees (Group A and B records)	Destroy 3 years after employee has terminated.	-	Termination +3 years.	

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
2.	ADMINISTRATIVE WORKING FILES. Reports, studies, and other materials on subjects of interest to the department. Also found in these files are administrative records of the functioning of the division and/or department. These subject files are found in several areas of the division. Files include correspondence, memoranda, reports, minutes, statistics, Route Slips, audit reports, petitions, agendas, maps, questionnaires, grant applications, Accident Reports (Form ES-1531A), contracts, Requests for Room Reservation (Form PR-853), and notes. Subjects in these files include, American Library Association, Centennial, fund raising committees, Matching Book Fund, Extension, Audit Reports, City/County Consolidation, San Diego Metropolitan Library Council, Automated Library Information System, Adult Book Lists, City Attorney, grant funds, Management Committee, personnel, State Report-Non-Resident Loans, Book Budget, Intergovernmental Relations, Serra Library System, traffic flow/circulation, Fine Free Day, Productivity Improvement Program, One Year Operations Plan, School-Library Relations, video plaques, Library Circulation Control System, automation, book sales procedures, copiers, energy audits,	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-88)

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	

2. (con't) fines and fees, landscaping, staff development, fund raising, Computer Library Systems, Inc., staffing formula, Public Libraries in San Diego, Circulation Section Reorganization, branch staffing, Six-Year Plan, and senior adult library services. Arranged by subject or alphabetically by subject.

3. ANNUAL REPORTS. Information and statistics on the year-long activities of the various divisions of the Library. These Reports are presented to the City Librarian. Subjects include Detail Statement of Finances, Expenditures, number of volumes, and other pertinent data about the Library on an annual basis. These records date from 1887. Arranged chronologically.

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ITEM NO. (5)	TITLE /#ID DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
4.	AUTOMATION PROJECT FILES. Files contain records resulting from the planning development, and implementation of an automated circulation system. Subjects in these files include autographics, automation statistics, circulation system costs, consultants, correspondence, equipment survey, fines and fees committee, redesign of library, Spanish language data base, and statewide data base. Contents of these files include correspondence, memoranda, proposals, notes, studies, worksheets, and computer system user's manuals. Arranged alphabetically by topic.	2	3	5	
5.	BOARD OF LIBRARY COMMISSIONERS MEETING AUDIO TAPE RECORDINGS. Recordings of the meetings of this board. These tapes are used as a temporary aid to prepare the official minutes of the meeting. Arranged chronologically.				
	a. Nonrecord	Erase when no longer needed.			

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
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6.	BOARD OF LIBRARY COMMISSIONERS MEETINGS FILES. Agendas, minutes, reports, surveys, newsletters, and general information used in meetings of the Board. Arranged chronologically. a. Duplicate	1	-	1		
7.	BOARD OF LIBRARY COMMISSIONERS MINUTES. The official records of the meetings of this board which is appointed by the Mayor with Council approval. Arranged chronologically.	2	P	P		
8.	BUDGET WORKING FILES. The documentation and working papers produced in the preparation, submission, and revision of the department's budget. Files include monthly expenditure reports, copies of the budget, memoranda, correspondence, statistical data, appropriations information, revenue information, status reports of various funds, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	5		

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9.	CAPITAL IMPROVEMENT PROGRAM PROJECT FILES. Records relating to the planning, construction, reconstruction, rehabilitation or expansion of City libraries. Contents of these files include community plans, memoranda, proposals, graphs, master plans, recommendations, 1472's and 1472A's, Route Slips, Capital Improvement Project Proposals (Form FM-600), floorplans, minutes of meetings, Proposal Forms (Form PA-962), Capital Improvements Program Form (Form FM-2), Purchase Requisitions (Form PA-2159), Purchase Orders (Form PA-2555B), Requisition Record Sheets (Form LI-928), building plans, contract documents, work orders, correspondence, and cost appraisals. Arranged alphabetically by library name or by community plan, or unarranged.	Completion of project +2.	8	Completion of project +10.		
10.	CIRCULATION RECONCILIATION FILES. Circulation records relating to discrepancies found between cash register tapes, book refund cards, and bank receipts. Used to reconcile the discrepancies. Arranged chronologically.	3	-	3		

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11.	CORRESPONDENCE-ROUTINE. Includes correspondence of the Friends of the Library, correspondence to and from various legislators and officials regarding proposed legislation, memoranda to other departments about routine administrative matters, and memoranda to Library staff regarding routine matters. Unarranged or arranged chronologically.	2	-	2	
12.	DEPARTMENT INSTRUCTIONS. Files contain guidelines and policies on administration, personnel, supplies, finances, and book selection. Arranged numerically by department instruction number. a. Duplicate				Destroy when superseded or obsolete, whichever occurs first.

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13.	DEPOSITORY AGREEMENTS. Agreements between the City Library and other agencies for the Library to be a depository for the documents of the other agency. Also included is an agreement regarding the operation of coin-operated copy machines in the Library. Agreements include those with the Atomic Energy Commission, State of California, Daughters of the American Revolution, San Diego Zoo, San Diego County, and the Federal Government. Included is correspondence relating to the agreements. Arranged alphabetically by subject, chronologically thereunder.	Life of the agreement.	P	P	Review for consideration of inclusion of this series into Vital Records classification.
14.	GIFT AND LOAN FILES. Records of property donated or loaned to the Library, bequests, and acknowledgements. Files include photographs, correspondence, receipts, probate Notice of Hearing (Form PR-03), memoranda, newspaper articles, inventories, and Deeds of Gift. Arranged chronologically or alphabetically by donor name.				Review for consideration of inclusion of this series into Vital Records classification.
	a. Original	5	-	5	
	b. Original/Deed	P	-	P	

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15.	GOALS STATEMENTS. Expressions of the goals, objectives, and purposes of the Library Department. Unarranged.	2	P	P	
16.	INTERVIEW FILES. Interview Rating Sheets of individuals interviewed for positions in the Library. Arranged chronologically.	2	-	2	
17.	INVENTORY FILES. Records of furniture and equipment maintained by the Library. Included in these files are inventory cards, Personal Property Transfer Advice forms (Form AC-397), Equipment Inventory Adjustment Requests (Form AC-55), and Fixed Assets-Equipment Reports (Computer Printout C90-120H). Arranged alphabetically or chronologically.	2	-	2	
18.	LANDSCAPE INSPECTION FILES. Records of the conditions of the landscaping found at branch libraries. Included are Library Landscape Maintenance Contract Inspection Notices. Arranged alphabetically by branch name.	2	-	2	

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19.	LIBRARY MANAGEMENT COMMITTEE FILES. The records of the meetings of this Committee. The Committee was established by the department to set goals and objectives and accomplish tasks to further the achievement of those goals and objectives. Contents of these files include agendas, minutes, notes, and summaries of the goals and objectives. Arranged chronologically, by topic thereunder.	2	-	2		
20.	LOST AND FOUND REPORTS. Records of property found in the Library. (Form PD-497). Arranged chronologically.	2	-	2		
21.	MONTHLY REPORTS. Information and statistics on the monthly activities of the various divisions of the Library. These reports are presented to the City Librarian. Arranged chronologically.	2	-	2		

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
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22.	NEW CENTRAL LIBRARY PROJECT FILES. Records of the study and planning of a new Central Library. Subjects in these files include Evaluation Criteria, Nominees-Advisory Committee, project costs, proposal information, correspondence, Centre City Development Corporation, Central Library Plan, public forum, Feerer Study, and media coverage. These files should be sent to the California Room when no longer needed in the office. Contents of these files include memoranda, correspondence, reports, worksheets, statistics, proposals, notes, minutes, agendas, and audio tape recordings. Arranged by subject.	P	-	P		
23.	NONCURRENT LIBRARY APPLICATIONS. Applications submitted for positions previously available in the Library. Arranged chronologically.	2	-	2		

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
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24.	OFFICE MANAGEMENT FILES. Documents reflecting the day-to-day financial administration of the office. Contents of these files include Purchase Requisitions (Form PA-2159), Requests for Direct Payment (Form AC-468), City Library Requisition Record Sheets (Form LI-928), Printing Services Requisitions (Form PEA-1469), Stores Requisitions (Form PA-1434), Requests for City Property Numbers (Form AC-114), Stores Transfer-In (Form PA-130), Telephone Service Authorizations (Form GS-240), Electrical Service Orders (Form PB-1198), Buildings Division Work Requests (Form PW-999 A&B), Transportation Authorization Notification (Form AC-1500), Purchase Orders (Form 2555B), Requests for Approval of Tuition Reimbursement (Form PEA-1523), Library Department Request for External Training (Form LI-2008), Request and Expense Reports (Form FM-1312), Daily Cash Records (Form LI-143), Cash to Bank Records (Form LI-528), Reports of Vandalism, Theft, Loss, Intentional Destruction or Abuse of City Property (Form ES-3), San Diego Public Library Photocopy Request (Form LI-37), Official Receipts (Form AC-1218), bills and invoices for various	3	-	3		

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TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
24. (con't)	utilities, Encumbrance Requisitions (AC-155), Journal Voucher-Batch Modes (Form AC-1480), Appropriation Ledgers (Computer Report C40-721), Job Order Data Base Listings (Computer Report C40-009), Job Order Assignment Forms (Form AC-156), Improvement Requests (Form BD-1389), Grant Project Status Reports (Computer Report C40-320), and records of building rentals. Arranged by type of record and generally chronological thereunder.					
25.	<p>PAYROLL FILES. Files contain Daily Time Sheets (Form DP-764R), Time Sheets Correction Notices (Form AC-779), Pay Off Identification Forms (Form AC-423), and Payroll Warrant/Check Registers (Form 765R), Labor Distribution Appropriation Summary Lists (Computer Report C20-468), copies of time cards, copies of Payroll Reminders, and memoranda. Arranged by type of form and chronologically or unarranged thereunder.</p> <p>a. Duplicate</p>	1	-	1		The originals for most of this material are maintained by the Auditor.

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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26.	<p>PERSONNEL ACTION FILES. Records relating to changes in employees' status or actions taken to change the status of an employee and/or position. Contents of these files include Out of Class Assignment Requests (Form CS-71), Payroll Change Notices (Form AC-29), Reports of Classification Studies (Form CS-PC-3), Position Classification Questionnaires (Form CS-PC-1), Requests for Certification (Form CS-490), Personnel Action Requests (Form CS-3), and Career Advancement Applications (Form CS-4). Arranged by type of record and generally alphabetically thereunder.</p> <p>a. Duplicate</p>	1	-	1	
27.	<p>PROCEDURAL MANUALS. Guides for the performance of administrative tasks. Included are manuals on AMRIS and branch library clerical procedures. Arranged by type of procedural manual.</p> <p>a. Duplicate</p>				Destroy when obsolete or superseded, whichever occurs first.
28.	<p>PUBLIC RELATIONS FILES. Press releases, donor files, and related documents. Arranged alphabetically by subject.</p>	2	-	2	

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TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
29.	SERVICE REPORTS. Records of who has worked for the Library during the period 1910-1957. Arranged chronologically.		P	P		
30.	SUGGESTION FILES. Records of suggestions made to improve the operations of the Library and/or reduce the costs of operation. Files include memoranda. Arranged numerically.	5	-	5		
31.	SURVEYS AND QUESTIONNAIRES. Include samplings of employee attitudes, information from libraries in other cities, a study of library usage, and a list of employees with language skills. Arranged by type of survey or questionnaire.	3	-	3		
32.	TECHNICAL REFERENCE MATERIALS. Include census profiles, various planning documents, population reports, and the 1975 City census. Used for reference and as an aid in planning for future branch libraries. Arranged by type of report.					
	a. Duplicate					Destroy when reference value ceases.

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33.	TRAINING FILES. Notices of classes, seminars, and various training activities for staff members. Files include brochures and fliers, Training Record Sheet, memoranda, Requests for External Training (Form LI-2008), and notes. Arranged chronologically or unarranged.	2	-	2	
34.	TRUST FUND FILES. Records of donations, other revenues, and expenditures for Library Trust Funds. Included in these files are 1472's, Daily Cash Receipts (Form AC-1221), Grant/Project Status Reports (Computer Report C40-320), various trust fund reports, worksheets, memoranda, Requests for Direct Payment (Form AC-468), newspaper articles, ordinances, correspondence, and audits. Arranged by account number or by topic.	2	3	5	

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TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
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35.	<p>VOLUNTEER PERSONNEL FILES. Records of volunteers who work in the Library. Contents of these files are tally sheets of hours volunteered which contain other information, and volunteer applications. Arranged by active and inactive, alphabetically by volunteer name thereunder.</p> <p>a. Original/Active</p> <p>b. Original/Inactive</p>	<p>Maintain in office, place in Inactive Files when</p> <p>1</p>	<p>no longer active.</p> <p>2</p>	<p>3</p>		

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36.	<p>VOLUNTEER PROGRAM WORKING FILES. Records reflecting the development, planning, administration, and history of the Volunteer Program. Included in these files are reports, questionnaires, newsletters, correspondence, handbooks, minutes, memoranda, agendas, statistics, time cards, and roster sign-ups. Subjects in these files include Annual Report, Benefits for Volunteers, correspondence, DOVIA material (Directors of Volunteers in Agencies), Friends of the Library, Insurance, Interviewing, Job Description/Opportunities, Library Board of Commissioners, Recognition, Retired Seniors Volunteer Program, and Volunteer Statistics. Also included are records of volunteers by branch library. Arranged alphabetically by subject or branch name, chronologically thereunder.</p> <p>a. Original</p> <p>b. Original/Annual Report</p>	<p>2 or until reference value ceases, whichever occurs later.</p> <p>2</p>	<p>-</p> <p>P</p>	<p>2 or until reference value ceases, whichever occurs later.</p> <p>P</p>		

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TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
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37.	WAGE AND SALARY FILES. Include monthly wage status reports, memoranda, information on bonus payments and a 1980 salary survey of librarian classes. Arranged chronologically or unarranged.	2	-	2		
38.	WORKLOAD DATA FILES. Include information on circulation and other output measures. Used for reference. Arranged by subject or chronologically.					
	a. Duplicate	1	-	1		
39.	YOUNG ADULT SECTION REPORTS. Contain annual and monthly reports on the activities of this section of the Library. These records comprise the period 1962-1977. Unarranged.					
	a. Original/Annual Reports	2	P	P		
	b. Original/Monthly Reports	2	-	2		

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		CENTRAL LIBRARY				
TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
40.	<p>ACTIVITY REPORT FILES. Monthly and annual activity reports and working papers used to prepare reports. Annual reports were discontinued after 1977; annual summary statistics are now found in the Annual Budget. Since December, 1982, monthly summary reports have been compiled to replace the annual reports. Information in reports include circulation statistics, number of patrons using the Central Library, and statistics on public inquiries, indexing and processing activities. Files include monthly control reports, annual reports, statistics, Current Year Summary of Financial Status Reports (Computer Report C40-121), Circulation Record Sheets (Form LI-956), and statistical activity reports from other divisions. Arranged by section, subject, or chronologically.</p> <p>a. Original</p> <p>b. Original/Summary Reports</p>					
		2	-	2		
		2	P	P		

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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
41.	ADMINISTRATIVE WORKING FILES. Subject files of interest containing special studies, reports, and supporting documents used for reference and/or research. Includes records of the administrative activities of the division. These files are found in the offices of the Division Director and Supervising Librarians. Subjects include Amnesty, American Lives Endowment, Circulation Services, Collection Development Commission Meetings, Community Analysis, Computers, Creative Problem Solving Techniques, Emergency Procedures, Employee Job Descriptions, Energy, Friends of the Library, Fund Raising, Job Descriptions, Library Construction, Microfilm and Microfiche, Reference Services, Security, Suggestions, Serra Research Center, Social Science, SDSU Subject Guides, Trust Fund Accounts, Volunteers and Friends, and Wangenheim Room. Contents include reports, studies, memoranda, 1472's, meeting notices and agendas, articles, notes, procedures, floor plans, Proposal Forms (Form PA-962), Interview Guides (Form CS-98), instructions, incident reports, minutes, rosters, Suggestions Forms (Forms PEA-38, ES-1539), Reports of Minor Injury (Form RM-1568), Personnel Action Requests (Form CS-3), and correspondence.	2	3	5		

R-268307

01296

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1)	LIBRARY	SCHED. NO. (2)	DATE (3)
DIVISION	CENTRAL LIBRARY	1	PAGE (4) 24

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
41. (con't)	Arranged alphabetically by subject or by active or inactive and alphabetically by subject thereunder.				
42.	BOOK ORDER FILES. Book Order Checklists, Replacement Lists, and Audio Cassette Lists. Used in tracking the ordering of books for the Central Library. Originals are maintained in the Technical Services Order Section and individual subject sections keep duplicates of orders for their sections. Arranged chronologically.				
	a. Original	2	-	2	
	b. Duplicate				Destroy when reference value ceases.
43.	BOOK SELECTION MANUAL. Procedural guidelines and policies for the selection of books to be added to the Library's collection. Arranged by subject.		P	P	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1)	LIBRARY	SCHED. NO. (2)	DATE (3)
DIVISION	CENTRAL LIBRARY	1	PAGE (4) 25

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
44.	BUDGET WORKING FILES. Documentation and working papers produced in the preparation, submission and revision of the division's budget. Includes information on the equipment and materials buying budgets. Files include memoranda, reports, equipment budget materials, various budget requests, and statistical data. Arranged chronologically by fiscal year.	3	-	3	
45.	CENTRAL LIBRARY HISTORICAL FILES. Photographs of the Central Library and records pertaining to the campaign to support the construction of the Central Library which opened in June, 1954. Files include a statement of library policy, publicity releases, correspondence, and radio advertisements. Arranged chronologically except for photographs which are unarranged.	Send to Records Center when reference value ceases.	P	P	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 26
		CENTRAL LIBRARY				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
46.	MATERIALS AVAILABILITY SURVEY. Survey conducted April 29 through May 4, 1985, to measure user satisfaction with the Central Library and ten branch libraries regarding the ability to find materials, the environment, and reasons for coming to the Library. Survey raw data are found in the office of Supervising Librarian, Reference Services. Unarranged.	3	7	10		
47.	PERIODICALS ADMINISTRATION FILES. Records relating to the management of the periodicals collection in the Central Library. Subjects include Periodical Want Lists, Collection Development, Section Periodical Evaluation, Binding, Master List of Holdings, Periodical Conversion, and University Microfilms International Subscription Status Report. Contents include guidelines, reports, statistics, studies, lists, and correspondence. Arranged by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV. 7-86)		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3) 27
		DIVISION CENTRAL LIBRARY			PAGE (4) 27	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
48.	PERSONNEL ADMINISTRATION FILES. Records pertaining to Library personnel and actions taken regarding personnel and/or positions and classifications. Contents include letters regarding service awards, job descriptions, smoking policy, letters of recommendation, memoranda, exam notices, Employee Grievance Forms (Form CS-9), Reports of Classification Study (Form CS-PC-3), Personnel Certifications (Form CS-491), resumes, Job Analysis Worksheets (Form CS-100), interview questions, and performance plans. Unarranged except for interview records which are arranged by position and performance plans and employee commendations which are arranged alphabetically by employee name.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
49.	TECHNICAL REFERENCE MATERIALS. Various duplicate City publications and nonrecord publications used for reference purposes. Materials include the personnel manual, City Charter, Administrative Regulations, phone books, journals, directories, and related publications. Unarranged. a. Duplicate	Destroy when reference value ceases.			01300	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1)	LIBRARY	SCHED. NO. (2)	DATE (3)
DIVISION	EXTENSION	1	PAGE (4) 28

ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
50.	ACTIVITY REPORTS. Monthly and annual reports from branch libraries and for the Extension Division. These reports include data on circulation and book loans, volunteer, and patronage. Arranged by type of report; chronologically thereunder.				
	a. Original/Monthly	2	3	5	
	b. Original/Annual	5	P	P	

R-268307

01301

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-88)

DEPARTMENT (1)		LIBRARY		SCHED. NO. (2)	DATE (3)
TITLE AND DESCRIPTION OF RECORD SERIES (6)		RETENTION			REMARKS(10)
		DEPT. (7)	RC (8)	TOTAL (9)	
51.	ADMINISTRATIVE WORKING FILES. Reports, studies, and other documentation on subjects of interest to the division. Files include records of the administrative functioning of the division. Subjects in these files include administrative interns, affirmative action, attendance survey, architects, asbestos, automation, Benjamin Fund, bibliographics, Book Budget Committee, book selection guidelines, budget change, charging desks and cabinets, Direct Payment guidelines, discipline, employee assistance, fines and fees, Friends of the Library, hiring freeze, management, OCLC, problem patrons, publicity, shut-in services, staff survey, volunteer programs. Contents of these files include memoranda, notes, Route Slips (CM-8), reports, flyers, brochures, guidelines, studies, surveys, agendas, minutes, newspaper/magazine articles, statistics, and correspondence. Arranged alphabetically by subject, chronologically by date thereunder.	2	-	2	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
		DEPARTMENT (11) LIBRARY			
		DIVISION EXTENSION			SCHED. NO. (2) 1
					DATE (3) PAGE (4) 30
52.	BRANCH LIBRARY INFORMATION FILES. Memoranda, correspondence, floor plan, construction bids, photographs, notes, Route Slips (Form CM-8), invitations and flyers, project proposals, and construction estimates which relate to branch libraries. Unarranged.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
53.	BUDGET WORKING FILES. Documentation and working papers produced in the preparation, submission and revision of the divisions budget. Files include information on materials and book buying, memoranda, statistics, various budget reports, appropriations information, and notes. Arranged chronologically by fiscal year.	3	2	5	
54.	CIRCULATION AND REFERENCE INFORMATION FILES. Statistics on book circulation for branch libraries and reference information requests responded to in branch libraries. Arranged chronologically.	2	-	2	

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01303

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3)
		DIVISION EXTENSION			PAGE (4) 31	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
55.	COMMITTEE MEETING FILES. Records of the meetings of various division staff groups. Committees include Collection Development Committee, Children's Book Committee, and Branch Clerical Committee. Contents of these files include agendas, minutes, lists, analyses, and memoranda. Arranged by type of committee, chronologically thereunder.	2	-	2		
56.	CORRESPONDENCE - ROUTINE. Various memoranda from outside the division and from the public regarding various aspects of the library and its operations. Arranged chronologically.	2	-	2		
57.	FINANCE MANAGEMENT FILES. Records of money received by branch libraries and deposited in the bank. Files include Official Receipts (Form AC-1218), Cash Account Record Books, Daily Cash Receipts (Form LI-530), and Cash to Bank Forms (Form LI-528). Arranged chronologically.	3	-	3		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		LIBRARY			
		DIVISION		1	PAGE (4) 32
		EXTENSION			
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
58.	PERSONNEL ACTION FILES. Records of studies of positions, reclassifications, and hiring of employees. Subjects include classification studies, interviews, resumes, letters of recommendation, and training. Contents include employment guidelines, Reports of Classification Study (Form CS-PC-3), memoranda, interview questions and rating sheets, interviewer notes, and Name Lists (Form CS-491). Arranged by subject.	2	-	2	
59.	TRUST FUND ACCOUNT FILES. Quarterly reports of the different trust funds administered by the Library. a. Duplicate	1	-	1	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3)
		DIVISION LIBRARY DEVELOPMENT			PAGE (4) 33	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
60.	ADMINISTRATIVE WORKING FILES. Subject files containing reports and special studies which are used for reference and/or research. Subjects in these files include administration, expense reporting, goals and objectives, intern program, master plan, annual reports, budget, correspondence, fundraising, donations, bookmobile, volunteers, meeting agendas, and grants. Contents of these files include memoranda, reports, correspondence, plans, charts, budget materials, Interdepartmental Transfer of Capitalized Property (Form CM-712B), articles, brochures, and statistics. Arranged alphabetically by subject or unarranged.	2	-	2		
61.	BOARD OF LIBRARY COMMISSIONERS FILES. Meeting notices, agendas, and various memoranda relating to the Board. Unarranged. a. Duplicate	1	-	1		
62.	DONOR FILES. Information regarding people who have donated books and/or periodicals to the Library. Arranged alphabetically by donor name.	2	5	7	This information is kept for tax purposes.	

60.

61.

62.

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

DEPARTMENT (1) LIBRARY	SCHED. NO. (2) 1	DATE (3)
DIVISION LIBRARY DEVELOPMENT	PAGE (4) 34	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
63.	FRIENDS OF THE LIBRARY FILES. Records of the activities of this group which provides volunteer help to the Library and its branches. Contents of these files include memoranda, meeting minutes, Official Receipts (Form AC-1218), agendas, event descriptions, and records of volunteer work. Arranged alphabetically by subject or unarranged.	3	-	3	
64.	FUNDRAISING FILES. Records which document fundraising activities in the Library. Subjects include bequest, Bookfairs, Library wages, trust funds, and wills. Contents include financial records, wage reports, correspondence, photo copies of checks, memoranda, Official Receipts (Form AC-1218), Requests for Room Reservations (Form PR-853), wills, minutes, requests for proposals, and book sales records. Generally arranged alphabetically by subject.	3	-	3	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 35
		LIBRARY DEVELOPMENT				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
65.	OFFICIAL RECEIPTS. Form AC-1218 are photocopies of duplicate copies of this form maintained in the Administrative Services Division. These receipts relate to the activities of this division. Arranged chronologically. a. Duplicate	1	-	1		
66.	PUBLIC INFORMATION FILES. Publicity materials, information on the library and records of the activities of the Public Information Officer. Files include memoranda, correspondence, minutes, news releases, Publicity materials, photographs, and Vehicle Accident Prevention Reports (Form CM-712-A). Unarranged.	2	-	2		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-88)

DEPARTMENT (1)		LIBRARY		SCHED. NO. (2)	DATE (3)
		SUPPORT SERVICES		1	36
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
67.	<p>ACTIVITY REPORTS. Records of the output of the catalog, circulation, library aide, and order sections. Catalog section reports provide statistics on the number of books cataloged or removed from circulation. Circulation reports provide information on the number of books loaned. Order section reports combine narrative descriptions of the activities of the section with statistics on the number of books and periodicals ordered and the number bound or mended. Reports are issued monthly and annually. Arranged by type of report, chronologically thereunder.</p> <p>a. Original/Monthly</p> <p>b. Original/Annual</p> <p>c. Duplicate</p>				
		2	-	2	
		5	-	5	
		Destroy when reference value ceases.			

67.

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) LIBRARY	SCHED. NO. (2) 1	DATE (3)
DIVISION SUPPORT SERVICES	PAGE (4) 37	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
68.	ADMINISTRATIVE WORKING FILES. Information on subjects of interest which is used for reference and/or research. These files include special studies and records of the administrative activities of the staff. Included in these files are meeting agendas, newsletters, logs, memoranda, brochures, reports, notes, and budget materials. Subjects include agendas, bibliographic utilities, budget requests, call number, clerical log, fines and fees, employee attitude survey, equipment, job descriptions, labor cards, master plans, and the Rohlf Report. Arranged alphabetically by subject.	2	-	2	

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01310

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				PAGE (4)
		DIVISION			1	38
			RETENTION			REMARKS(10)
			DEPT. (7)	R C (8)	TOTAL (9)	
69.	BINDING ADMINISTRATION FILES. Records resulting from the binding of library books and periodicals by bindery companies. Files include correspondence, memoranda, invoices, packing slips, purchase orders (Form PA-2555B), Requests for Direct Payment (Form AC-468), Contract Information-Material and Supplies (Form PA-8), Requests for Budget Adjustment (Form FM-292), Purchase Requisitions (Form PA-2159), Budget Worksheets, Proposal Form (PA-962), and reports on number and types of books and periodicals bound. Subjects in these files include bids, budget, correspondence, monthly reports, price lists, and Roswell Bookbinding. Arranged alphabetically by subject.	2	-	2		
70.	BOOK PURCHASE ORDER FILES. Records documenting the ordering of books for the library. Included in these files are invoices, Requests for Direct Payment (Form AC-468), and Accounts Payable Vendor Updates (Form PA-2501). Arranged alphabetically by vendor/publisher name. a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV. 7-86)		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3)
		DIVISION SUPPORT SERVICES			PAGE (4) 39	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
71.	BOOK PURCHASE WORKING FILES. Records reflecting the administration of book ordering and purchasing. Files include book order ledgers, book order journals, correspondence, memoranda, invoices, and agreements. Arranged alphabetically by vendor/publisher or chronologically.	2	-	2		
72.	BUDGET STATISTICS FILES. Records of the accounts budgeted for books, periodicals, the bindery, the number of volumes purchased, cancelled, or returned, and the number of personnel. Arranged chronologically.	5	-	5		
73.	CHANGE OF ADDRESS/NAME CARDS. (Form LI-149). Used to record name and/or address changes of holders of library cards. Arranged alphabetically by name.	2 or until reference value ceases whichever, occurs later.	-	2 or until reference value ceases, whichever occurs later.	Review for consideration of inclusion of this series into Vital Records classification.	
74.	CIRCULATION STATISTICS. Records of the number of books borrowed from the library, the number of patrons in the library, number of new library cards issued, and number of overdue books. Arranged chronologically.					
	a. Record Copy	5	P	P		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 40
		SUPPORT SERVICES				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
75.	CLEARANCE FILES. Records of books which are overdue and for which fines are levied. Files consist of Photocopies of Library Cards (Form LI-151 and LI-556), Library Referrals (Form TR-1545), Overdue Reminders (Form LI-603), Fine Slips (Form LI-625), and Official Receipts (Form AC-1218). Arranged by active and closed. Active files are arranged alphabetically by name; closed files are arranged chronologically, alphabetically by name thereunder.	Closed +2.	-	Closed +2.	Review for consideration of inclusion of this series into Vital Records classification.	
76.	COMPUTER BIBLIOGRAPHY FILES. Information on publications in the Library's collection. Information includes author, title, call number, Library of Congress card number, subject heading, and bar code number. Random access arrangement. a. Computer	Send to storage when input is completed and reference value ceases.	2	Cessation of reference value +2.		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (11)			SCHED. NO. (12)	DATE (13)
		LIBRARY				
		DIVISION			1	PAGE (14) 41
		SUPPORT SERVICES				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS(10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
77.	<p>COMPUTER CIRCULATION FILES. Information on what library books are on loan and to whom they are loaned. Information is entered directly as books are checked out. Arranged sequentially and with random access.</p> <p>a. Computer</p>	2	-	2	<p>Review for consideration of inclusion of this series into Vital Records classification.</p> <p>Daily transactions should be stored off-line on tape or in a manner approved by San Diego Data Processing Corporation.</p>	
78.	<p>COMPUTER FINANCIAL FILES. Information on the financial transactions involved in the ordering and purchasing of publications for the library. Files include pertinent information on purchase orders, invoices, requests for direct payment, and binding orders. Information is found in various SAS data files. These files are used to produce several different reports which are printed out. Arranged by type of record, numerically by purchase order, creation date, or unit thereunder.</p> <p>a. Nonrecord</p>	Delete after printouts are produced.			<p>Review for consideration of inclusion of this series into Vital Records classification.</p>	

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01314

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV. 7-86)		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		LIBRARY			
ITEM NO. (5)		DIVISION		1	PAGE (4) 42
		SUPPORT SERVICES			
TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
79.	COMPUTER MICROFILM DATA FILES. Information on the microfilm holdings of the library. Information includes title, source of microfilm, agency, and if the microfilm is of current or closed holdings. Arranged alphabetically by title. a. Computer	Send to storage when input is completed and when reference value ceases.	2	Cessation of reference value +2.	Review for consideration of inclusion of this series into Vital Records classification.
80.	COMPUTER ORDER STATUS FILES. Keeps track of bids and orders made for serials and books being purchased by the library for its collection. Information includes title, receiving branch, vendor, pertinent dates, and costs. Arranged by type of screen. a. Nonrecord	Destroy or erase when no longer needed.			
81.	FINE CROSS REFERENCE FILES. Cards used to determine if holders of a library card are liable for fines accrued while holding another library card. Files consist of Fine Slips/Overdue Forms (Form LI-625). This information is being placed into a computer system. Arranged alphabetically by name.		2	-	2

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)
		LIBRARY		1	PAGE (4) 43
		DIVISION			
		SUPPORT SERVICES			
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
82.	FINE RECEIPTS. Payment Receipts (Form AC-1218) which record fines paid by patrons for overdue books. Unarranged. a. Duplicate	3	-	3	
83.	HOT LIST FILES. Records of books which are overdue for very long periods. Files consist of Overdue Reminders (Form LI-603), Fine Slips (Form LI-625), and Treasurer Referral Cards (Form TR-1083). This information is duplicated in Clearance Files. Arranged by fifty dollars (\$50.00) or more in fines due and less than fifty dollars (\$50.00) due, alphabetically by borrower name thereunder.	2	-	2	
84.	LOST BOOK PAYMENT FILES. Records of payments received for books lost by patrons. Files include Photocopies of Patron Library Cards (Form LI-151 and LI-556). Transaction cards, and Overdue Reminders (Form LI-603). Arranged chronologically, alphabetically by patron name thereunder.	3	-	3	Review for consideration of inclusion of this series into Vital Records classification.

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01316

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

		DEPARTMENT (1) LIBRARY			SCHED. NO. (2) 1	DATE (3)
		DIVISION SUPPORT SERVICES				PAGE (4) 44
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
85.	LOST/STOLEN CARD FILES. Records of library cards which have been lost or stolen. Files consist of Library Card Action Forms (Form LI-149 and LI-91). Arranged alphabetically by borrower name.	2	-	2		
86.	MANAGEMENT COMMITTEE FILES. Records of this departmental committee which addresses management problems and sets goals and objectives. Files include memoranda, reports, and agendas. Arranged chronologically. a. Duplicate				Destroy when reference value ceases.	
87.	MICROFILM MANAGEMENT FILES. Records of the subscriptions to microfilm copies of periodicals by the library. Files include invoices, Purchase Orders (Form PA-2555B), Purchase Requisitions (Form PA-2159), memoranda, and subscription status reports. Arranged by type of form.	3	-	3		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1)	LIBRARY	SCHED. NO. (2)	DATE (3)
DIVISION	SUPPORT SERVICES	1	PAGE (4) 45

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
88.	<p>PATRON DATA BASE FILES. Information on library card holders, overdue books, and fines owed. Random access arrangement.</p> <p>a. Computer</p>	2	-	2	<p>Review for consideration of inclusion of this series into Vital Records classification.</p> <p>Daily updates should be stored off-line on tape or in a manner approved by San Diego Data Processing Corporation.</p>

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (11)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 46
		SUPPORT SERVICES				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS(10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
89.	<p>PERIODICALS ORDER AND MANAGEMENT FILES. Records relating to the ordering, purchasing, and distributing of periodicals for use in City libraries. Files include purchase journals, master lists, budget worksheets, correspondence, Requests for Adjustment (Form LI-142), bulletins, EBSCO Complaint-Adjustment Requests (Form EBS-244C), EBSCO Claim Forms, EBSCO Monthly Claim Checker (Form EBS-464), invoices, Requests for Direct Payment (Form AC-468), and holdings cards. Subjects include current correspondence, EBSCO Forms, gifts, monthly claims checker, Latino services project, and periodicals budget. Arranged alphabetically by subject except for holdings cards which are arranged alphabetically by title.</p> <p>a. Original/Subject</p> <p>b. Original/Holdings Cards</p>	<p>2</p> <p>2 or until reference value ceases, whichever occurs later.</p>	<p>-</p> <p>-</p>	<p>2</p> <p>2 or until reference value ceases, whichever occurs later.</p>		

R- 268307

RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 47
		SUPPORT SERVICES				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
90.	PROBLEM BORROWERS LISTS. Computer Printout (L50-901) which lists the name and serial house code numbers of library users who have accrued excessive fines. Arranged chronologically, alphabetically by name thereunder.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
91.	REGISTRATION RECORDS. Information on the number of new registrants to the library system. Arranged chronologically.	2	-	2		
92.	RESERVE REPORTS. Reports on the number of reserve requests received and notifications sent. Arranged chronologically.	2	-	2		
93.	STATEMENTS OF OPEN ITEMS ON ORDER. Sent by publishers to show the status of book orders made by the library. Arranged chronologically.	2	-	2		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY				
		DIVISION			1	PAGE (4) 48
		SUPPORT SERVICES				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
94.	TRANSACTION FILES. Records of loans of books to library patrons. Files consist of cards photographed along with the patrons card and the film record of the transaction. Arranged by agency number, chronologically thereunder.					
	a. Original/Cards	2	-	2		
	b. Original/Microfiche	2	-	2		
	c. Original/Microfilm	2	-	2		
95.	TREASURER PAYMENT LISTS. Information on cash received by the library from borrowers for fines on overdue books. Arranged chronologically by month.	2	-	2	Review for consideration of inclusion of this series into Vital Records classification.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

DEPARTMENT (1)	LIBRARY	SCHED. NO. (2)	DATE (3)
DIVISION	SUPPORT SERVICES	1	PAGE (4) 49

ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS(10)
		DEPT. (7)	RC (8)	TOTAL (9)	
96.	ULISYS WORKING FILES. Records resulting from the planning, installation, and operation of this computer system (Universal Library System) which is used to administer the circulation records of library books. Files include correspondence, memoranda, committee minutes, reports, questionnaires, manuals, and logs. Subjects include functions and screen displays, wiring, public relations, multiple call numbers, functional testing, conversion, procedures, training, agendas, shelving-branches, and ULISYS Management Committee. Arranged by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

DEPARTMENT (1) LIBRARY	SCHED. NO. (2) 2	DATE (3)
DIVISION	PAGE (4) 1	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
1.	ADMINISTRATIVE POLICY FILES. Files consist of various studies and reports which have affected the development of Library policy and/or have historical value. Files include a management audit, the Griffenhagen-Kroeger Position Classification Study, Clara Breed's History of the Library, Library Service and Performance Standards Study from 1956, organizational charts, and The Wheeler Survey of 1948. Arranged by type of study.	-	P	P	
2.	BRANCH LIBRARIES DEVELOPMENT HISTORY FILES. Files contain documentation relative to the planning and construction of City branch libraries from 1923-1979. Contents of these files include lease, correspondence, newspaper articles, reports, blueprints, surveys, maps, resolutions, memoranda, photographs, Route Slips (Form CM-8), 1472's, Purchase Requisitions (Form PA-2159), and Purchase Orders (Form PA-2555B). Arranged alphabetically by branch name, chronologically or unarranged thereunder.	-	P	P	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		LIBRARY			2	
		DIVISION			PAGE (4)	
					2	2
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS(10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
3.	CENTRAL LIBRARY PROJECT FILES. Files consist of records of the planning, construction, and remodeling of the central library. Contents of these files include design documents, plans, specifications, manufacturer's/industry instructions, blueprints, resolutions, equipment brochures, statistics, appraisal, contracts, reports. Arranged by subject.	-	10	10		
4.	CITY AUDITOR REPORTS. Reports on City finances and accounts for the fiscal year covered by each report. These reports are maintained permanently by the Auditor and Comptroller. Arranged chronologically by fiscal year.	Transfer to Auditor and Comptroller.				
5.	MASTER PLAN FILES. Files include various studies, reports, and recommendations regarding future development of the library and library system. Includes a study of a proposed regional library system. Arranged by type of study.	-	P	P		

R-268307

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#110

MAY 11 1987

Passed and adopted by the Council of The City of San Diego on.....
by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Struiksmma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Celia Ballesteros	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Maureen O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

MAUREEN O'CONNOR
Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR
City Clerk of The City of San Diego, California.

By *Maureen L. Portner*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number **R-268307** Adopted **MAY 11 1987**

RECEIVED
CITY CLERK'S OFFICE

1987 APR 29 PM 4: 42

SAN DIEGO, CALIF.

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