



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Library

Division: Lincoln University

Sub-Section:

**TITLE:** Budget Material - Material used in formulating of Annual Budget for the library  
- copies - Original in Business Office

**CUTOFF:**

**DESCRIPTION:** Budget Material - Material used in formulating of Annual Budget for the  
library - copies - Original in Business Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10771

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Card Catalog

**CUTOFF:** EOSFY

**DESCRIPTION:** Card Catalog

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 10774

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Equipment and Material Requisitions

**CUTOFF:**

**DESCRIPTION:** Equipment and Material Requisitions

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10779

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Library

Division: Lincoln University

Sub-Section:

**TITLE:** Inventory

**CUTOFF:** EOSFY

**DESCRIPTION:** Inventory

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 10776

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Library Policy - Statements, Memoranda and correspondence relating to operational policy of the library

**CUTOFF:** EOSFY

**DESCRIPTION:** Library Policy - Statements, Memoranda and correspondence relating to operational policy of the library

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 10772

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Mailing Labels - Address labels kept for mailing lists used by special services department.

**CUTOFF:**

**DESCRIPTION:** Mailing Labels - Address labels kept for mailing lists used by special services department.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10778

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Library

Division: Lincoln University

Sub-Section:

**TITLE:** Personnel Folders - Contains applications, evaluations, and student wage records of employees of the library. Also files on staff (copies, originals in Personnel)

**CUTOFF:**

**DESCRIPTION:** Personnel Folders - Contains applications, evaluations, and student wage records of employees of the library. Also files on staff (copies, originals in Personnel)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10770

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Purchase Orders - copies - Original In Business Office

**CUTOFF:**

**DESCRIPTION:** Purchase Orders - copies - Original In Business Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10777

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Reference Material

**CUTOFF:**

**DESCRIPTION:** Reference Material

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 10775

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Library

Division: Lincoln University

Sub-Section:

**TITLE:** Shelf List

**CUTOFF:**EOCY

**DESCRIPTION:** List of new purchases for library, alphabetical

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22838

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992

**TITLE:** Shelf List List of library additions received

**CUTOFF:**EOSFY

**DESCRIPTION:** Shelf List List of library additions received

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 10773

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/27/1992