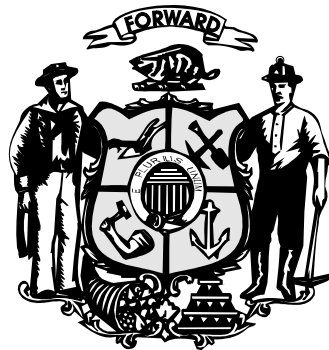


General Records Schedule

Wisconsin's Public Libraries and Public Library Systems and Related Records

Approved by the Public Records Board:

June 12, 2017



Expiration: June 12, 2027

For use by all units of Wisconsin Government at the State, County, and Municipal level

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use in the operation of public libraries and public library systems. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

Historical Records – Notification to State Historical Society

To adopt this General Records Schedule, complete and submit form PRB-002, [Notification of General Records Schedule Adoption](#). If a library adopts the schedule, the Notification of Adoption Form provides a "blanket" waiver of the 60-day notice to the Historical Society in compliance with [Wis. Stat. § 19.21](#). Unless the Historical Society informs the library otherwise, the library may begin record destruction upon acknowledgment of receipt of the form from the Historical Society.

Notice to the State Historical Society is required for any record not listed in this schedule.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at <http://itsecurity.wi.gov/>.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VIII. Revision History

See the “Revision History” section for a listing of changes to this GRS.

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------|----------------------|---------------------------------------|-------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Board / Governing Body Materials for Libraries & Systems *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 001 | Bylaws | Bylaws of the public library or public library system. | No | No | Event and destroy | <i>Event is superseded</i> | Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements. | |
| 002 | Annual Reports | Annual reports documenting the library's services and finances over the previous year. | No | No | Event + 2 years and destroy | <i>Event is date the report is submitted to DPI.</i> | These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a). | 003; 004 |
| Administrative Files *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 003 | Donor Files – Monetary Donations | Information about monetary donations to the library and/or archives. | Yes | May contain, Wis. Stat. § 43.58(7)(a) | Event + 5 years and destroy confidential | <i>Event is when the library acknowledges receipt of donation.</i> | May include receipts for donations, letters of acknowledgment, and supporting documentation. | 012 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|-------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 004 | Donor Files – Property Donations | Information about donors of property (such as artwork, furniture, computers, etc.) to the library and/or archives. | Yes | May contain, Wis. Stat. § 43.58(7)(a) | Event + 5 years and destroy confidential | <i>Event is when item is no longer in library's possession or conditions of contract have been met.</i> | May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation. | 013; 115 |
| 005 | Patron Incident and Disciplinary Files | Records regarding patrons who have received disciplinary action or prohibitory sanctions. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event + 5 years and destroy confidential | <i>Event is the date of the incident or rule violation.</i> | May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. | 016 |
| 006 | Purchase Request | Requests from library patrons requesting items to be added to the library collection. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event + 1 year and destroy confidential | <i>Event is decision made regarding requested item.</i> | | 017 |
| 007 | Request for Reconsideration of Library Materials | Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any. | Yes | No | Event + 6 years and destroy confidential | <i>Event is date decision is made by the library.</i> | | 019 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|-------------------|----------------------------------|-------------------------------------------------------------------------------|---------------------------------|-----------------------------------------|-------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 008 | Legal Opinions | Correspondence with the attorney who provided legal counsel to the library. | Yes | Yes, Wis. Stat. § 905.03 | Event + 5 years and destroy confidential | <i>Event is date superseded or opinion is no longer relevant.</i> | These records may be covered by attorney-client confidentiality. | 025 |
| 009 | Litigation Files | Records documenting any litigation to which the library is a party. | Yes | Yes, Wis. Stat. § 905.03 | Event + 5 years and destroy confidential | <i>Event is date case is closed and appeals exhausted.</i> | These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. | 026 |
| 010 | Accident Reports / Claims | Records pertaining to any incidents on the library premises by non-employees. | Yes | No | Event + 7 years and destroy confidential | <i>Event is the date of the reported incident.</i> | May include related information, such as witness statements, medical information, legal counsel, or subsequent claims. | 015 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------|------------------------------|-------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Financial Materials *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 011 | Budget Records | Records used to prepare the library's budget. | No | No | <i>Fiscal year + 6 years and destroy</i> | | May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding. | 028; 029 |
| 012 | Annual Inventory and Depreciation Schedules | Records listing all major library property, electronic equipment and its book/materials value. | No | No | <i>Fiscal year + 5 years and destroy</i> | | Items remain on the inventory until their active life has elapsed. | 042 |
| Integrated Library System, Interlibrary Loan & Information Technology *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 013 | Bibliographic Records and Finding Aids | Basic information about each title in the library collection and/or items in the archival collection. | No | No | <i>Event and destroy</i> | <i>Event is when item is withdrawn from the library's collection.</i> | Records are maintained in a card catalog system and shelf list, or electronically in an ILS. | 87; 118 |
| 014 | Item Level Record | Records documenting each individual copy of any title or item within the collection. | No | No | <i>Event and destroy</i> | <i>Event is when item is withdrawn from the library's collection.</i> | Record consists of links to a bibliographic record, plus the copy number, location, and availability. | 088 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 015 | Authority Files | Authority information used to identify names and subjects according to established rules in bibliographic records. | No | No | Event and destroy | <i>Event is when item is withdrawn from the library's collection.</i> | Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference). | 089 |
| 016 | Patron Registration and Application Forms | Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is when the information has been entered into the Patron Database and information is verified for accuracy.</i> | Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet. | 090 |
| 017 | Patron Level Record | Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is when the card expires without renewal and all items are returned and fines paid, per library policy.</i> | | 091 |
| 018 | Overdue Notices | Notices are sent to patrons to remind them to return borrowed items. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is when fines are paid or are written off, per library or system policy.</i> | Notices may be generated manually or automatically by the ILS. | 092 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|-------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------|
| 019 | Library Use Reports and Statistics | Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities. | No | No | Creation + 1 year and destroy | | Libraries should be aware of what use report information their shared ILS retains. | 093 |
| 020 | Interlibrary Loan Records | Records used to track the request and return of library items with libraries outside the local ILS. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is when item is returned to the lending library.</i> | Records indicate when and where the item was sent, when it is due back, and when it was returned. | 095 |
| 021 | Interlibrary Loan Request Records | Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event + 30 days and destroy confidential | <i>Event is when item is returned to the lending library.</i> | | 096; 097 |
| 022 | Log of Interlibrary Loan Transactions | Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. | No | No | Event + 30 days and destroy | <i>Event is when item is returned to the lending library.</i> | This log is a source document for monthly statistics. | 098 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Departmental Records *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 023 | Internet, Equipment or Room Use Agreements | Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is end of business day or when equipment or room are returned undamaged.</i> | Agreements include the personally identifiable information about the patron. | 103; 104 |
| 024 | Reference Requests & Responses | Records documenting research or scholarly requests for information about or access to items within the institution's collections. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event and destroy confidential | <i>Event is date request is fulfilled or response is provided.</i> | May include requester's contact information and records necessary for the administration of the institution's ILL program. | 106 |
| 025 | Programming and Events Files | Information about specific library programs or events. | No | No | Event + 1 year and destroy | <i>Event is date of the program or event.</i> | May contain a copy of materials developed for publicity and programming, and evaluation forms. | 108; 109; 111;112 |
| 026 | Contest Entry Forms | Forms used to award prizes for contests. | Yes | Yes, Wis. Stat. § 43.30(1m) | Event + 30 days and destroy confidential | <i>Event is when contest winner is determined.</i> | May include names, contact information, school, grade, and age. | 110 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------|---------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 027 | Press Releases | Official press releases and related topical indexes. | No | No | Creation + 5 years and destroy | | | 114 |
| 028 | Archival Accession / Deaccession Records and Processing Files | Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing. | Yes | May contain, Wis. Stat. § 43.58(7)(a) | Permanent | | May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement. | 116; 117 |
| Library System / Shared Automated System Records *Prior to destroying any records, review instructions in Scope section above. | | | | | | | | |
| 029 | Library System Plans | Plans identifying the services that are offered by the library system, and the budget for other services. | No | No | Event + 10 years and transfer to WHS | <i>Event is superseded.</i> | The system board approves the plan and it must also be approved by DPI. Retention per Wis. Admin. Code ch. PI 6.06(4)(a). | 119 |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | Examples/ Notes | Previous RDA Number (if applicable) |
|-------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 030 | Materials and Rotating Collections Records | Lists of current materials available for use by member libraries. | No | No | <i>Event and destroy</i> | <i>Event is superseded or no longer needed.</i> | May include professional collections, supplemental materials, AV materials, or rotating collections. | 122; 123 |
| 031 | Materials and Rotating Collections Use Summary | Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status. | No | No | <i>Event + 30 days and destroy confidential</i> | <i>Event is when item is returned to the lending library.</i> | | 124 |
| 032 | Delivery Service Forms | Records documenting ILL items that are in transit. | No | No | <i>Event and destroy</i> | <i>Event is when item has been delivered.</i> | May include courier routes and hub connections with other state, system, school district, and private courier services. | 125; 126 |

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

| RDA Number | Record Series Title | Minimum Retention and Disposition | Rationale |
|------------|-----------------------------------------|-----------------------------------|---------------------------------------------------------------------|
| 008 | Subject Files | ACT+5 | Individual RDAs in the GRS cover records in a more succinct manner. |
| 053 | License and Permits | EXP+1 | Not a public library record. |
| 054 | Inspection Reports | ACT | Not a public library record. |
| 059 | Mobile Collection Schedule | SUP | Duplicates 126 Delivery and Mobile Collections Schedule |
| 094 | Online Union Catalogs | ACT | Obsolete. |
| 101 | Interlibrary Loan (ILL) Reference Codes | ACT | Not a public library record. |
| 102 | ILL Periodical Title Requests | FIS+5 | Not a public library record. |
| 113 | Library Newsletters | CR+3 | Not a public library record. |
| 121 | Membership Lists | ACT | Not a public library record. |
| 128 | Workshop Calendars and Flyers | SUP | Not a public library record. |
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Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board [webpage](#).

| Revision Date | RDA Number | Record Series Title | Revision Made |
|---------------|------------|------------------------------------------------|-------------------------|
| 01/2017 | 002 | Policy Manual | Superseded by ADM00023. |
| 01/2017 | 005 | Minutes and Meeting Materials | Superseded by ADM00025. |
| 01/2017 | 006 | General Correspondence | Superseded by ADM00010. |
| 01/2017 | 007 | Director/Assistant Director's Reports | Superseded by ADM00025. |
| 01/2017 | 009 | Meeting Records – Internal Staff | Superseded by ADM00027. |
| 01/2017 | 010 | Procedures | Superseded by ADM00027. |
| 01/2017 | 011 | Planners/Calendars | Superseded by ADM00005. |
| 01/2017 | 014 | Grant Files | Superseded by ADM00013. |
| 01/2017 | 018 | Compliments/Complaints/Suggestions | Superseded by ADM00007. |
| 01/2017 | 020 | Strategic Planning – Development Documentation | Superseded by ADM00017. |
| 01/2017 | 021 | Strategic Planning – Final | Superseded by ADM00017. |
| 01/2017 | 022 | Open Records Requests | Superseded by ADM00022. |
| 01/2017 | 023 | Contracts | Superseded by PUR00010. |
| 01/2017 | 024 | Leases | Superseded by PUR00010. |
| 01/2017 | 027 | Staff/System Newsletters | Superseded by ADM00015. |
| 01/2017 | 030 | Annual Financial Report/Audit | Superseded by 90000004. |

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| Revision Date | RDA Number | Record Series Title | Revision Made |
|---------------|------------|-------------------------------------|-------------------------------------|
| 01/2017 | 031 | Monthly Financial Reports | Superseded by 90000002. |
| 01/2017 | 032 | Accounts Payable/Receivable | Superseded by 90000021. |
| 01/2017 | 033 | Journal Entries/General Ledger | Superseded by 90000021. |
| 01/2017 | 034 | Balance Sheet | Superseded by 90000021. |
| 01/2017 | 035 | Deposit Slips and Cancelled Checks | Superseded by 90000041. |
| 01/2017 | 036 | Invoices | Superseded by 90000021. |
| 01/2017 | 037 | Purchase/Order Records | Superseded by PUR00010. |
| 01/2017 | 038 | Sales Records | Superseded by 90000021. |
| 01/2017 | 039 | Cash Receipts | Superseded by 90000021. |
| 01/2017 | 040 | Petty Cash Vouchers | Superseded by 90000021. |
| 01/2017 | 041 | Bank Statements and Reconciliation | Superseded by 90000021. |
| 01/2017 | 043 | State Tax Returns | Superseded by 90000092. |
| 01/2017 | 044 | Payroll Deduction/Liability Records | Superseded by PAY00021. |
| 01/2017 | 045 | Insurance Policies | Superseded by RISK0025 & RISK00035. |
| 01/2017 | 046 | Request for Bids, Proposals and RFP | Superseded by PUR00010. |
| 01/2017 | 047 | W-2 Forms | Superseded by PAY00016A. |

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| Revision Date | RDA Number | Record Series Title | Revision Made |
|---------------|------------|------------------------------------------------|--------------------------|
| 01/2017 | 048 | Employer Contributions to Retirement Accounts | Superseded by PAY00012. |
| 01/2017 | 049 | Electronic Funds Transfer | Superseded by PAY00021. |
| 01/2017 | 050 | Payroll Summaries | Superseded by PAY00011. |
| 01/2017 | 051 | Payroll Records | Superseded by PAY00011. |
| 01/2017 | 052 | Blueprints/Building Plans/Final Specifications | Superseded by FAC00015. |
| 01/2017 | 055 | Hazardous Material Safety Data Sheets | Superseded by RISK00048. |
| 01/2017 | 056 | Security Log | Superseded by FAC00086. |
| 01/2017 | 057 | Surveillance Recordings | Superseded by FAC00082. |
| 01/2017 | 058 | Vehicle Files | Superseded by FLEET013. |
| 01/2017 | 060 | Personnel Files | Superseded by HR000190. |
| 01/2017 | 061 | Interview Materials for Non-Hires | Superseded by HR000016. |
| 01/2017 | 062 | Open Application Files | Superseded by HR000022. |
| 01/2017 | 063 | Withholding Forms | Superseded by PAY00021. |
| 01/2017 | 064 | Health Plan Applications | Superseded by PAY00021. |
| 01/2017 | 065 | Union Membership | Superseded by HR000105. |
| 01/2017 | 066 | I-9 File | Superseded by HR000026. |

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| Revision Date | RDA Number | Record Series Title | Revision Made |
|---------------|------------|-----------------------------------------------|-------------------------|
| 01/2017 | 067 | Staff Work Schedules | Superseded by ADM00005. |
| 01/2017 | 068 | Time and Attendance | Superseded by PAY00009. |
| 01/2017 | 069 | Vacation and Sick Leave Calculator and Report | Superseded by PAY00012. |
| 01/2017 | 070 | Time Off/Vacation Requests | Superseded by PAY00012. |
| 01/2017 | 071 | Employee Injury Records | Superseded by RISK0010. |
| 01/2017 | 072 | Grievances | Superseded by HR000110. |
| 01/2017 | 073 | Union Contract Negotiation Files | Superseded by HR000105. |
| 01/2017 | 074 | Workers Disability Compensation Files | Superseded by RISK0010. |
| 01/2017 | 075 | Job Descriptions | Superseded by HR000045. |
| 01/2017 | 076 | Volunteer/Community Service Files | Superseded by HR000191. |
| 01/2017 | 077 | Continuing Education & Training | Superseded by HR000185. |
| 01/2017 | 078 | User Accounts | Superseded by IT000032. |
| 01/2017 | 079 | Confidentiality Form | Superseded by IT000033. |
| 01/2017 | 080 | Logon ID Request Acknowledged by User | Superseded by IT000033. |
| 01/2017 | 081 | Security Reports | Superseded by IT000026. |
| 01/2017 | 082 | Network Usage Logs | Superseded by IT000026. |

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| Revision Date | RDA Number | Record Series Title | Revision Made |
|---------------|------------|------------------------------------------------------|--------------------------|
| 01/2017 | 083 | Electronic Equipment Inventory | Superseded by 90000110. |
| 01/2017 | 084 | Web/Intranet Files | Superseded by IT000042. |
| 01/2017 | 085 | Library/System Website | Superseded by IT000042. |
| 01/2017 | 086 | Order Records | Superseded by 90000021. |
| 01/2017 | 099 | Monthly ILL Transactions-Borrowing Statistics | Superseded by ADM00001. |
| 01/2017 | 100 | Monthly Statistics on Items Lent by Member Libraries | Superseded by ADM00001. |
| 01/2017 | 105 | Reference Statistics | Superseded by ADM00001. |
| 01/2017 | 107 | Publicity, Design, and Production Requests | Superseded by 90000021. |
| 01/2017 | 120 | System Advisory Board Meeting Records | Superseded by ADM000025. |
| 01/2017 | 127 | Training and Workshop Records | Superseded by ADM00012. |
| 01/2017 | 129 | Registration Forms | Superseded by ADM00012. |
| 01/2017 | 130 | Workshop Statistics | Superseded by ADM00001. |