

**Spring Independent School District**  
*Library Records -Disposition Log*

|                                 |                           |                     |
|---------------------------------|---------------------------|---------------------|
| <b>School Dude Work Order#:</b> | <b>Date:</b>              | <b>School/Dept:</b> |
| <b>Name:</b>                    | <b>Digital Signature:</b> |                     |

I certify that these district records are in compliance with the mandatory minimum retention periods specified by the Texas State Library and Archives Commission Local Schedules (SD, GR , TX, PS, EL, and UT) and that all holds and administrative requirements have been satisfied.

A District record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it.

\*\*\* PLEASE ASK FOR CLARIFICATION IF A RECORD DOES NOT FALL UNDER A RECORD TITLE OR DESCRIPTION, IT DOES NOT NECESSARILY MEAN IT CAN BE DISPOSED OF\*\*\*

| Texas State Library & Archive Commission (TSLAC) |                               |   |                  |   | Record Disposition Log |                |   |                      |           |
|--|-------------------------------|---|------------------|---|------------------------|----------------|---|----------------------|-----------|
| Record #   | Record Title                  | Record Description  | Retention Period | Remarks   | No. of Boxes           | Box # on Label | Specific Content<br>(attach addtl doc to work order if necessary) | School Yr of Records | Disp Meth |
| *SD3650-01                                       | ACCESSION/DEACCESSION RECORDS | Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials. | AV.              | <b>Retention Note:</b> This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers GR1025-26 and GR1075-03 in Local Schedule GR. |                        |                |   |                      |           |
| *SD3650-02                                       | BORROWER REGISTRATION RECORDS | Records documenting the registration of borrowers.  | AV.              |   |                        |                |   |                      |           |
| *SD3650-03                                       | CIRCULATION RECORDS           | Records documenting the circulation of library materials to individual borrowers.   | AV.              |   |                        |                |   |                      |           |

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| *SD3650-04                                       | INTERLIBRARY LOAN RECORDS | Records relating to the lending and borrowing of library materials through interlibrary loan. | AV.              | <b>Retention Note:</b> It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR. |                        |                |   |                      |           |
| *SD3650-05                                       | INVENTORY RECORDS         | Shelf lists or equivalent records showing current library and museum holdings.                | US.              |  |                        |                |   |                      |           |
| *SD3650-06                                       | LIBRARY CATALOGS          |   | US.              |  |                        |                |   |                      |           |

Total No. of Boxes: \_\_\_\_\_

| Retention Period Codes |                                      |
|------------------------|--------------------------------------|
| AV                     | As long as Administratively Valuable |
| CE                     | Calendar Year End                    |
| FE                     | Fiscal Year End                      |
| LA                     | Life of Asset                        |

| Archival Codes |                                      |
|----------------|--------------------------------------|
| A              | Approval Required before Destruction |
| D              | Destroy at Retention Period End      |
| LF             | Import into LaserFiche               |

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| US   | Until Superseded |                    |                  |         |                        |                |  |                      |           |

| Office Use Only                       |  |
|---------------------------------------|--|
| Records Management Digital Signature: |  |
| RMO Digital Signature:                |  |