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| 1 | **Records Retention & Disposition Schedule** | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | **Item** | | **Record Series Title** | | | | **Office of** | **Retain in** | **Retain in** | **Statutory or Policy** | | |
| 4 | **No.** | | **and Description** | | | | **Record** | **Department** | **Off-Site Storage** | **Retention Requirements** | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | 1 | | **Bancroft Admin Group:** This series consists of BAG meeting agendas and meeting minutes. This series records the purpose and proceedings of BAG staff meetings so the information contained can be referenced as needed in the future. | | | | Bancroft Admin | Record copy (a) permanent for meeting notes/minutes, agendas, and reports (b) 4 years for all other records. | Permanent | **Oregon University System:** Oregon Administrative Rules, Chapter 166, Division 475 - Administrative Records - Staff Meeting Records - OAR 166-475-0010 (42) | | |
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| 24 | 2 | | **Collection Policy:** This series consists of policy statements that reflect the collecting activities of The Bancroft Library. The series holds descriptions of the Library's current holdings, it's history, scope, and purpose. Thie series records the collection policy of The Bancroft Library, historical and current. This series documents the progression the policy has undergone throughout the years | | | | Bancroft Technical Services | Until Superceeded | Permanent | **University of California** Records Management Disposition Schedules - L. Policies, Procedires, Laws - Policy Manuals, University. | | |
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| 37 | | | and it documents the growth of | | | | | | | | | |
| 38 | | | the collection. The series allows | | | | | | | | | |
| 39 | | | archivists to review past policies | | | | | | | | | |
| 40 | | | in order to refine and update | | | | | | | | | |
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| 54 | | | | | | | | | | | | |
| 55 | 3 | | **Bookplates:** This series | | | | Bancroft Library | Contracts/Agreeme | Permanent | **Oregon University System:** Oregon | | |
| 56 | | | consists of bookplate lists, | | | | Rare Books & | nts: 6 years after | | Administrative Rules, Chapter 166, | | |
| 57 | | | orders, procedures for obtaining | | | | Manuscripts | | | Division 475 - Contracts Records - | | |
| 58 | | | bookplates, bookplate order | | | | | | | Personal/Professional Services | | |
| 59 | | | confirmations and POs; font | | | | | | | Contracts Records - OAR 166-475- | | |
| 60 | | | templates and Monotype | | | | | | | 0020 (9) | | |
| 61 | | | Imaging Inc. End User License | | | | | | | | | |
| 62 | | | Agreement. Two sub-series | | | | | | | | | |
| 63 | | | include Artline bookplate orders | | | | | All other fiscal | Permanent | **Oregon University System:** Oregon | | |
| 64 | | | and Fonts.This series records | | | | | correspondence: 2- | | Administrative Rules, Chapter 166, | | |
| 65 | | | bookplate order transactions | | | | | 6 years | | Division 475 - Fiscal, Accoutns Records | | |
| 66 | | | between donors, the Bancroft | | | | | | | - Correspondence, Fiscal - OAR 166- | | |
| 67 | | | Library, Artline Printing, and | | | | | | | 475-0040 (7) | | |
| 68 | | | Monotype Imaging, Inc. This | | | | | | | | | |
| 69 | | | series documents business | | | | | | | | | |
| 70 | | | transactions. | | | | | | | | | |
| 71 | | | | | | | | | | | | |
| 72 | | | | | | | | All other procedural | Permanent | **University of California** Records | | |
| 73 | | | | | | | | copies: Until | | Management Disposition Schedules - L. | | |
| 74 | | | | | | | | | | Policies, Procedires, Laws - Policy | | |
| 75 | | | | | | | | | | Manuals, University. | | |
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| 84 | 4 | | **Procedures:** This series consists of archival procedures and work aids such as MARC templates, packing lists, barcoding procedures, microfilming instructions, MS size designation, and pictorial transfer procedures. This series should be used for reference, staff development, and to track and update archival procedures. | | | | Bancroft Admin | Until Superceeded | Permanent | **Oregon University System:** Oregon Administrative Rules, Chapter 166, Division 475 - Administrative Records - Policies and Procedures Records - OAR 166-475-0010 (35) | | |
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| 100 | 5 | | **Facilities:** This series consists of meeting agendas and meeting minutes. Meeting minutes document issues such as facility security, safety, staff training, emergency planning, and facility access. Work-order logs are also part of this record series. Images of damage to the facility and collection can also be found here. | | | | Bancroft Allston Facilities, Safety, and Access Group | Equipment Maintenance | 10 Years | **Oregon University System:** Oregon Administrative Rules, Chapter 166, Division 475 - Facilities and Property Records - Utilities Systems, Operating and Maintenance Records - OAR 166-475-0035 (10) | | |
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| 108 | | | | | | | | Record copy (a) permanent for meeting notes/minutes, agendas, and reports (b) 4 years | Permanent | **Oregon University System:** Oregon Administrative Rules, Chapter 166, Division 475 - Administrative Records - Staff Meeting Records - OAR 166-475-0010 (42) | | |
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| 120 | 6 | | **Processing Manual:** This series consists of archival procedures and processing manuals for staff to use when processing collections. This series can be used for staff training, updating manuals, and cross-referencing procedures. As processes and procedures change, the changes will be documented here. | | | | Bancroft Admin | Until Superceeded | Permanent | **Oregon University System:** Oregon Administrative Rules, Chapter 166, Division 475 - Libraries, Archives, Museums, and other Collections Records - Collection and Artifact Acquisition and Exchange Records - OAR 166-475-0085 (2) | | |
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