

## Library Services Records Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
<b>1 Library Management Policies</b>					
1.1	Library Services policies	n/a	Archive		Assistant Director
1.2	Records documenting the development and establishment of Library Services policies: working papers	Issue of policy + 1 year	Review	May hold reference value for policy review/update	Assistant Director
1.3	Master copies of Library Services procedures and regulations	Superceded + 3 years	Review	May hold reference value for reviews of procedures and regulations	Library Management Team
<b>2 Library Users</b>					
2.1	Library Management System which contains borrower records	Expiry of records + 1 year	Delete	Process done on an annual basis in August	Library Systems
2.2	Library Management System which contains borrower records - outstanding loans or charges	Expiry of records + 1 year	Delete	Process done on an annual basis in August	Library Systems
2.3	Library Borrower Table which holds details of Associate Members and HSC staff/ students registered with the Library	Expiry of membership + 1 year	Data anonymised	Process done on an annual basis in August	Library Systems
2.4	AFBI Membership Hardcopy Forms	Entered into Library Management System	Destroy	When the forms have been processed the details are available in the Library Borrower Table see 2.3 above	AFBI Library
2.5	Associate Membership Hardcopy Forms	Entered into Library Management System	Destroy	When the forms have been processed the details are available in the Library Borrower Table see 2.3 above	Associate Membership Office
2.6	HSC Membership Hardcopy Forms	Entered into Library Management System	Destroy	When the forms have been processed the details are available in the Library Borrower Table see 2.3 above	Medical Library
2.7	Library Visitor Database	Expiry of membership + 1 year	Data anonymised	Process done on an annual basis in August	Borrower Services
2.8	Sentry Library Access for The McClay Library (database holding member usernames to enable access to The McClay Library)	Expiry of membership + 1 year	Data anonymised	Process done on an annual basis in August	Library Systems
2.9	Document Delivery Records	End of academic year + 6 years	Destroy	Includes all user groups - QUB, HSC & AFBI; alternative formats, etc.	Borrower Services
2.10	Library User Feedback/Complaints	End of academic year + 1 year	Destroy		McClay Library office
2.11	Library User E-mail Communication	End of academic year + 1 year	Destroy		Library Services
2.12	Traka laptop loans data	End of academic year + 1 year	Delete	Process done on an annual basis in August	Library Systems
2.13	Ezproxy logs	Rolling 14 months	Delete	Process done on an annual basis in August	Bibliographic Services
2.14	Shibboleth logs	Rolling 14 months	Delete	Process done on an annual basis in August	Bibliographic Services
2.15	Missing Item Reports	Resolution of query or 6 months maximum	Destroy	Monthly process	AHSS/EPS Subject Teams
2.16	Book Order Database	Details of books ordered retained end of academic year + 1 year, details of selector or requestor deleted on order.	Delete	Process done on an annual basis in August	Bibliographic Services
2.17	Library Training Records	6 Months	Delete	Process done on a monthly basis; includes Eventbrite and spreadsheet bookings for HSC and AFBI	MHLS Subject Team
2.18	Survey reports & datasets	End of academic year + 1 year	Delete	Process done on an annual basis in August; survey reports and sets of user details retained for purposes of exclusion	Library Management Team
2.19	Online literature request form on Questback	automatic retention set on Questback for 30 days	Delete	Monthly process	MHLS Subject Team
<b>3 Library Management</b>					
3.1	Records documenting the process of selecting books to purchase where requested by academics	End of academic year + 1 year	Destroy	Process done on an annual basis in August	Subject Teams

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
3.2	Records of ordering publications for purchase	End of current financial year + 6 years	Destroy	JISC Recommendation	Bibliographic Services
3.3	Records documenting the compilation of statistical and other data required by the Copyright Licensing Agency, and the submission of this data to the Agency	End of academic year + 1 year	Review	JISC Recommendation	Bibliographic Services
<b>Special Collections and Archives</b>					
<b>4 Policies and Procedures</b>					
4.1	University Archive Policy	n/a	Archive	JISC Recommendation	University Archive
4.2	Master copies of Special Collections & Archives procedures and regulations	Superseded + 3 years	Review	JISC Recommendation; may hold reference value for reviews of procedures and regulations	Special Collections & Archives
<b>5 Special Collections and Archives Researchers</b>					
5.1	Reader forms completed by researchers who access manuscripts collections and the University Archive collection	Last visit + 10 years	Review		Special Collections & Archives
5.2	Records documenting requests for access to manuscript collections and the University Archive	Last action on request + 6 years	Review		Special Collections & Archives
<b>6 Copyright Compliance Administration (activities involved in administering the Library's compliance with the Copyright, Designs &amp; Patents Act 1988)</b>					
6.1	Requests from third parties to use material which Queen's University, Belfast owns the copyright	Last action on request + 10 years	Review	Includes theses supply, etc.	Special Collections & Archives
6.2	Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences (i.e. where QUB owns the copyright), where permission is granted	Period for which permission is granted + 6 years	Review	Limitation (NI) Order 1989; JISC Recommendation; includes theses supply, etc.	Library Services; Special Collections & Archives
6.3	Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences (i.e. where QUB owns the copyright), where permission is not granted	Last action on application + 1 year	Review	JISC Recommendation; includes theses supply, etc.	Library Services; Special Collections & Archives
6.4	Reproduction request forms including scanning and self-service photography of records in manuscript collections and the University Archive	Last action on request + 10 years	Review	To manage risk in regard to copyright protection under the Copyright, Design and Patents Act, 1988	Special Collections & Archives
<b>7 Acquisitions - Archives and Manuscripts</b>					
7.1	Selection criteria for manuscripts collections and the University Archive	n/a	Archive	JISC Recommendation	Special Collections & Archives
7.2	Records documenting the appraisal, selection and acquisition of records for preservation as manuscript collections and the University Archive	n/a	Archive	JISC Recommendation	Special Collections & Archives
7.3	Accession records for manuscript collections and records in the University Archive	n/a	Archive	JISC Recommendation; records the provenance of collections	Special Collections & Archives
<b>8 Arrangement and Description - Archives and Manuscripts</b>					
8.1	The arrangement of how the records are organised in the manuscript collections and the University Archive	n/a	Archive	JISC Recommendation	Special Collections & Archives
8.2	Records documenting the development of the the standard descriptive model for the manuscript collections and the University Archive	n/a	Archive	JISC Recommendation	Special Collections & Archives
8.3	The catalogue descriptions of the records in the manuscript collections and the University Archive	n/a	Archive	JISC Recommendation	Special Collections & Archives

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
<b>9 Item Storage and Handling</b>					
9.1	Records documenting the monitoring and control of storage conditions	n/a	Archive	JISC Recommendation; business need	Special Collections & Archives
9.2	Records documenting the movement of items from/to storage	Return of items + 1 year	Destroy	JISC Recommendation	Special Collections & Archives
<b>10 Conservation</b>					
10.1	Records documenting conservation work undertaken on items	Life of items	Archive	JISC Recommendation	Special Collections & Archives
<b>11 Deaccessioning Collections</b>					
11.1	Records documenting authorisation for the disposal of de-accessioned records	n/a	Archive	JISC Recommendation	Special Collections & Archives
<b>12 Collection Promotion &amp; Exploitation</b>					
12.1	Specialised finding aids which promote and facilitate access to items in the collections	n/a	Archive	Business need	Special Collections & Archives
12.2	Records documenting the design and distribution of promotional materials to raise awareness and encourage use of items in the collections	n/a	Archive	Business need	Special Collections & Archives
12.3	Records documenting enquiries about items in the collections, and the responses provided. Note: key information from substantive/popular enquiries may be extracted and indexed to avoid repetitive research	Last action on enquiry + 1 year	Review	JISC Recommendation; assess each query to decide if it should be retained due to its research/informational value	Special Collections & Archives
12.4	Records documenting the selection and use of items from the collections by institutional staff (e.g. for teaching events, publications, exhibitions)	n/a	Archive	Needed for future events	Special Collections & Archives
12.5	Records documenting the selection and use of items from the collections by third parties e.g. for exhibitions, publications, television programmes	n/a	Archive	Needed for future events	Special Collections & Archives
12.6	Records documenting loans of items from the collections to third parties	Termination of the loan + 6 years	Review	Limitation (NI) Order 1989	Special Collections & Archives
12.7	Records documenting loans of items to Queen's	n/a	Archive		Special Collections & Archives