

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
SD-01	<p>Bibliographic data</p> <p>These records contain the basic information about each title in the Library collection. They are maintained electronically in an ILS. They contain highly structured Machine Readable Catalog (MARC) information, including descriptive cataloging and location information. Retain until CLEVNET removes from the system.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
SD-02	<p>Collection Agency</p> <p>These reports are generated weekly/monthly and sent to vendor.</p>	3 years	Electronic		<input type="checkbox"/>
SD-03	<p>Item level record</p> <p>These records document each individual copy of any title within the collection. The record, plus the copy number, location, and availability of the item and other information. It may also include links to patron information about the current and last patron who borrowed the item. In SirsiDynix, the records may be linked temporarily to confidential patron information during circulation of Library materials. Retain while the Library possesses the item.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
SD-04	<p>Item reports</p> <p>These records are lists generated by CLEVNET software. These lists are of limited use and transient in nature. They may include weeding, item circulation counts, holds, unclaimed holds, holds reorder, failed calls, claims returned, missing/lost reports and in-transit lists.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
SD-05	<p>Monthly Statistics</p> <p>These records are detailed reports that are automatically generated through SirsiDynix. These may include reports that summarize acquisition, cataloging data, and circulation activities. These reports are distributed electronically to the appropriate staff.</p>	2 years	Electronic		<input type="checkbox"/>
SD-06	<p>Overdue/Lost notices</p> <p>These records are sent to patrons to remind them to return borrowed items or to inform them of lost material fees. Notices may be generated automatically by SirsiDynix. These notices are mailed out when received.</p>	Until no longer useful	Electronic		<input type="checkbox"/>

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SD-07	<p>Patron database</p> <p>These records of identifying information from the patron registration forms, including a card number, entered in to the ILS. In conjunction with the ILS, patron records identify the items currently borrowed, fines, holds, and special privileges or other information. Retain until the card expires without renewal and all items are returned and fines paid, per Library policy.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
SD-08	<p>Statistical reports</p> <p>These reports are generated by CLEVNET using SirsiDynix. The information is extracted into a spreadsheet and electronic copies are distributed to the appropriate staff. Reports may include Items Added, Holdings by Location, and Circulation by Location, or information from other sources that is combined to create a report, such as the Monthly Statistical Summary.</p>	2 years	Electronic		<input type="checkbox"/>

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TS-01	<p>Delivery log</p> <p>Records the events for that day's delivery. Required information includes the date, count of bags incoming/outgoing, and time of arrival. This information is entered daily into the statistics for the State Library of Ohio's statewide delivery.</p>	Until no longer useful	Paper		<input type="checkbox"/>
TS-02	<p>Leased materials</p> <p>These records relate to ordering of leased materials, such as McNaughton. They may include vendor information, order forms, return requests, correspondence, and other related records.</p>	2 years	Paper / Electronic		<input type="checkbox"/>
TS-03	<p>Order records</p> <p>These records are downloaded and/or printed and allow for the staff to input the materials that are on order into the system. They document acquisition to the library collections.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
TS-04	<p>Repair items</p> <p>These records relate to books and other materials that cannot be circulated because of a problem (e.g., record does not match item, or repair notification). The item may include notes stating the problem.</p>	Until no longer useful	Paper		<input type="checkbox"/>
TS-05	<p>Rotating collection</p> <p>These records document system-owned materials that are boxed and rotate from library to library on a quarterly basis. These may be referred to as "rotating materials," such as Blu-Ray DVDs and video games. These materials are added to the collection for the time period that they are scheduled to circulation. At the end of that period, records are removed from the system, and the items are returned to the owning library.</p>	3 months	Electronic		<input type="checkbox"/>

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TECH-01	<p>Electronic equipment inventories</p> <p>Electronic equipment is recorded in an inventory list with all purchases over \$500. It is kept on the list until it is discarded after Board approval. The list contains item number, descriptions, date of purchase and cost.</p>	1 year	Electronic		<input type="checkbox"/>
TECH-02	<p>Library Website</p> <p>These records are web sites, which may include online information about services, hours, Library events and programs, links to popular reference resources, subscription databases, and gateways to one or more online catalogs.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
TECH-03	<p>Network logs</p> <p>These records contain information about the use of network services. The library determines which logs contain high-risk records, such as those providing security information about system usage. The library must maintain logs that track communications considered to be a risk to the agency based on agency operations and the application affected. The logs may include network operating systems logs, or other network monitoring (such as intrusion detection devices, central web cache logs, network flows generated by routers, firewall logs, DHCP logs, email server logs, web server logs, etc.). Retain for an extended period if the records are needed to meet other issues (e.g., billing, statistics).</p>	Until no longer useful	Electronic		<input type="checkbox"/>
TECH-04	<p>Security backup & recovery copies of electronic records or programs</p> <p>These records are copies of master files, databases, spreadsheets or other electronic documents. They include copies of programs or instructions necessary to retrieve copied information.</p> <p>NOTE: Retain one copy off-site until replaced or superseded, then delete.</p>	Until no longer useful	Electronic / tapes		<input type="checkbox"/>

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TECH-05	<p>Server security reports</p> <p>These records may include the following reports: daily events, restricted LID log, info-storage violations, info-storage log, data set traces, logging and violations, daily by-pass label processing, resource tracing, and violation for all platforms and applications.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
TECH-06	<p>Software</p> <p>These records may include original discs and documentation of software used in the daily functioning of the Library. Retain until no longer supported by the Technology Department.</p>	30 days	Electronic		<input type="checkbox"/>
TECH-07	<p>Users Accounts</p> <p>These accounts give staff access to employee email, calendars, and file space on a library server. The file may include names, titles, locations and phone numbers. Retain while individual is employed by the library.</p>	1 year	Electronic		<input type="checkbox"/>
TECH-08	<p>Video surveillance</p> <p>Video recorded from Library's video surveillance cameras.</p>	1 week	Electronic		<input type="checkbox"/>
TECH-09	<p>Maker Space user agreement forms</p> <p>Forms that explain the eligibility for use, rules, and procedures for the Maker Space that users must agree to before using the area.</p>	3 years	Electronic		<input type="checkbox"/>

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TEEN-01	<p>Teen Summer Reading Program</p> <p>These are records relating to the administration of the program. This may include program ideas, manuals, completion forms, record keeping, statistics, planning documents, and other related records.</p> <p>NOTE: This record series does not include registration forms (see Public Program Registration).</p>	2 years	Paper		<input type="checkbox"/>

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YTH-01	Teacher Collections These records relate to the request for compiling of a teacher collection.	Until no longer useful	Paper		<input type="checkbox"/>
YTH-02	Youth Summer Reading Program These are records relating to the administration of the program. This may include program ideas, manuals, completion forms, record keeping, statistics, planning documents, and other related records. NOTE: This record series does not include registration forms (see Public Program Registration).	Until no longer useful	Paper		<input type="checkbox"/>