

Ad Hoc Committee of Define Criteria for Disposal Prior to a 5 Year Retention

Background:

GPO has suggested a legislative change that would remove amend Title 44 as follows:

In General. Chapter 19 of title 44, United States Code, is amended as follows:

- (a) by striking from section 1911 "after retention for five years" and inserting in lieu thereof "as authorized by the Superintendent Documents", and
- (b) by striking from section 1912 "which they have retained five years" and inserting in lieu thereof "as authorized by the Superintendent of Documents".

Charge:

Develop guidelines that will support implementation of the proposed amendment by defining the criteria to be issued by the SuDocs in lieu of the current statutory mandate to retain all tangible items for a minimum of 5 years.

Assumption:

The default is to retain tangible items for a minimum of five years as currently provided by statute. Therefore, the guidelines only need to define criteria that are to be applied to tangible items considered for disposal prior to the end of the 5 year retention period.

Achieve by:

- Develop criteria for evaluating items for disposal prior to 5 years. For example:
 - An electronic copy is available that is suitable for substitution
- Develop categories of materials eligible for disposal before 5 years. For example:
 - Ephemeral materials, such as posters, pamphlets, calendars, bookmarks (provide specific item numbers as examples)
 - Reiterate the current exceptions. i.e., dated, superseded

General Guidance:

Keep everything simple. This is a short-term issue which needs short-term solutions. Develop guidelines and criteria that will be acceptable to the FDL community.

Draft by end of Council meeting in St. Louis. Final version by ALA meeting in June. Document should not exceed 2-4 pages.