

Documents Retention Policy

Retention of Acquisitions Documents

For paper business documents, the Collection Management Department will observe the following schedule (storage space permitting):

Category	Retention Time	Responsibility for Disposal
Paid invoices (by vendor)	as long as space permits	Dept. Head
Closed correspondence on standing orders	as long as space permits	Library Assistant II
Closed correspondence on firm orders	2 years	Library Assistant II
Purchase orders (list by P.O. #)	5 years	Library Assistant III
Purchase orders (by vendors)	5 years	Library Assistant III
Ads for completed firm orders	1-1/2 years	Library Assistant III
Duplicate invoices (by vendor)	5 years	Library Assistant III

Electronic invoices are preserved within the Integrated Library Systems data files; retention of ILS data is the responsibility of the Systems department. Electronic correspondence is subject to the retention schedule established by the University IT department.

Please send questions/comments/suggestions to
Steve Knowlton, Interim Head of Collection Management