

0940 Collection Management Records

Description: Records related to the description and intellectual control of library and archival holdings and resources.

Examples: Records may include accession records, Archives transmittals, accession reports, electronic cataloging records, catalogs of holdings, archival and manuscript finding aids, de-accession records, requests for permission to publish or reproduce images, and any related documentation and correspondence.

Retention Period: **Retain for life of the item, and then destroy.**