

0970 Library and Archives Acquisition Records

Description: Documents the process of requesting, ordering, acquiring and receiving books, periodicals, audio-visual, and other library and archives materials. This series provides a record of all items added and withdrawn to the library's collections. *Examples:* Records may include purchase orders, gift records, bibliographic and accession data, serials check-in and control records, *Retention Period:* **Retain for 3 years from date of purchase, and then destroy.**