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<b>Record Type</b>	<b>Description/Examples</b>	<b>Notes</b>	<b>Due at Archives</b>
College Publications	Pelletier Lecture bookmarks and single sheet program information		At publication
College Publications	Pelletier Lecture DVD or Powerpoint Presentation	To be transferred by cataloging department	At Publication
Reports	Annual Reports: Government Documents/Reference	Usually issued in January	At publication
Policy and Procedural Manuals or Documents	Circulation Policies, Donor Policies, etc.	To Be Determined. Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year. In future may be maintained online only in policy database.	At publication
Reports	Annual Reports: Inter Library Loan and Circulation Statistics	Usually available in August	At publication
Reports	Annual Reports: Reference Activities Report	Available beginning 2011?	To Be Determined
Policy and Procedural Manuals or Documents	Inter Library Loan Lending Policies and Procedures	In future may be maintained online only in policy database	Archives will print from web site.

Meeting Minutes	Library Planning Meeting Notes and Minutes	Maintained on (Google) Drive only	at publication
Reports	Annual Reports: Cataloging Statistics	To be transferred by cataloging department. Usually available at end of July.	at publication
Meeting Minutes	History and Heritage Committee Minutes and Attachments	Archives will print and maintain copy from meetings as long as archivist is a committee member	Submit approved digital copy to be uploaded to Dspace Committee Collection

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