

**This schedule has been discontinued. Please use GRS-516: Library patron requests.**

## **Student requests (GRS-1427) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

These are requests by students or staff for materials currently checked out or to add new materials to the media center collections. They may be a form and/or electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

#### **Retention and Disposition**

Retain for 1 year after resolution of issue, and then destroy records.

#### **Categories**

Library

#### **Effective**

06/1997 – 04/2018

#### **Previous Schedule Number**

SD-13-7