



University of Saskatchewan Retention and Disposition Schedules

Acquisition of Library Electronic Resources

Record Schedule Number: 2021-005

Office of Primary Responsibility: University Library

LEGAL HOLD: If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).

The records in this series document licensing and related activities in support of acquiring electronic journals, books, databases, and other electronic resources made available to the University Library's users.

Documents in this series may include:

- Licenses, including revisions and addenda
- Renewal commitments
- Documentation of license negotiations

Note: related invoices and other financial records are covered by schedules 1996-49 (Input Documents) and 1996-51 (Internal Feeds).

Record	Retention	Disposition
Licenses and supporting documentation - Official copy	S/O + 7 years	Destroy
Reference copies	S/O + 4 years	Destroy

S/O = superseded or obsolete: license or product purchase is superseded or resource is cancelled. If a license has perpetual access clauses, the documentation needs to be retained indefinitely, even if the resource has been cancelled.

Retention rationale:

These records should be retained consistent with financial records, and long enough to support renewals and further negotiations. Once their administrative value has expired, they have no long-term archival value.

Destruction of records in hard copy format must be by shredding, pulping or incineration. Digital records must be deleted in such a way that recovery is not possible.

Functions:

- Finance

Data classification: Limited

Approval Date: 17 May 2023