

Library and Information Technology Services Records

| Record Type | Description/Examples | Notes | Due at Archives |
|--|--|---|--|
| Reports | Annual Reports; Strategic Planning Documents; Summary Reports | Some documents may be sent, but others need to be printed as they become available on the web (e.g. LITS Summer updates each Aug.) | At publication; Archives will print from web |
| Reports | Server Configuration and Functions Summary Report | Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year. | Annually |
| Reports | Middles States Institutional Profile | | Annually in September |
| Reports | Annual Statistical Reports: Inter Library Loan, Cataloging | Usually available in August | At publication |
| Policy and Procedural Manuals or Documents | Circulation Policies, Donor Policies, Inter Library Loan Lending Policies and Procedures, 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 |
| College Publications | Fact Books | | At publication |
| Reports | Count Day Reports | Colleague Archives – Redbrick Data Warehouse (Snapshots of data on count days 1996-Spring 2018; hand entered data from older system 1990-1996) | Maintain in SQL Project Server Management Studio |
| Reports | Enrollment, Diversity, and Graduation Data | Available on Institutional Research site (in Fall) | At publication; Archives will print from web |