The Linscheid Library at East Central University complies with all federal and state laws and university policies concerning the retention, storage and final disposition of library-related records.

Information about the relevant state statutes and records dispositions schedules is maintained by the Oklahoma Department of Libraries (ODL) Records Management Division. Most relevant to libraries is Series 6 of the General Records Disposition Schedule for State Universities and Colleges as well as Series 1, for administrative records, i.e., travel forms. For further research, consult ODL’s list of frequently asked questions.

Questions about the disposition of records for the Linscheid Library should be directed to the Public Services Librarian at 580.559.5308. Any information that is sensitive and marked for destruction should be shredded before being recycled. Paper items marked for permanent retention should be stored in archival housings, appropriate for the media in question.