

Instructions for Regional Depository Libraries to Request Approval to Discard

All regional depository libraries are invited to submit requests to discard Federal Depository Library Program (FDLP) titles to the Superintendent of Documents, U.S. Government Publishing Office (GPO).

Please read below for information on how to submit a request to discard to GPO.

Titles Eligible for Discard

1. Titles on a GPO-produced discard eligibility list
2. Titles that meet the following requirements:
 - a. Retained by the regional for at least seven years
 - b. Available on GPO's Federal Digital System (FDsys)/**govinfo** as a complete (no missing pages) PDF file and digitally-signed by the Superintendent of Documents.
3. Titles for which there are at least four designated geographically-dispersed Preservation Stewards. Records in the Catalog of U.S. Government Publications will indicate if there are Preservation Stewards for the titles.

GPO-Produced Eligibility List

GPO has created a [list of titles](#) that meet the discard eligibility requirements.

Library Nominations

At a yet-to-be determined point in time during Phase 1, GPO will also begin to request library nominations for inclusion to the [Eligible Titles List](#)

Prior to Submitting a Request to Discard...

1. Confirm the title is eligible for discard.
2. Review the record in GPO's [Catalog of U.S. Government Publications](#), for each title to determine if a minimum of four Preservation Stewards have been identified.
3. If there are at least four Preservation Stewards, review the record further to determine the condition of the copies held by them.

4. If the copy you hold is in better condition than that of the Preservation Steward, you may discard the title from your collection and send it to the Preservation Steward in need of a better copy.
5. If there are four Preservation Stewards for the title and a copy in better condition is not needed, you may discard the title from your collection.

If there are not four Preservation Stewards, you will have to submit a request for approval to discard.

Preparing to Submit a Request for Approval to Discard

Libraries are required to complete a submission form or attach a CSV file to the form. The following will be needed to submit a request:

- At a minimum:
 - Document title
 - FDsys/**govinfo** URL
 - Classification number
 - Publication date
 - Condition of the tangible document
- Date of receipt, processing date, shipping list date, library stamp date, or publication date to confirm that the seven-year retention requirement is met
- Comparison of the FDsys/**govinfo** document with the tangible document to ensure the documents match. There is no definitive way to determine if an online version is the same document without comparing it to the tangible publication. Content to look for includes, but is not limited to, matching dates, titles, supplements, a table of contents, appendices, page numbers, and images or charts.

If there are differences between the tangible copy in hand and the digital copy available via FDsys/**govinfo**, contact GPO at regionaldiscard@gpo.gov.

Submitting a Request to Discard

Examples of the Regional Discard Request Forms are provided below. These forms will be made available on FDLP.gov when regional libraries may begin to submit requests in fall 2016.

SAMPLE REGIONAL DISCARD REQUEST FORM

** Indicates a required field*

CONTACT INFORMATION

Name*

Email address*

Depository Library Number*

Institution/Library Name*

SAMPLE CSV FILE

Attachment

INDIVIDUAL TITLE REGIONAL DISCARD REQUEST FORM

** Indicates a required field*

CONTACT INFORMATION

Name*

Email address*

Depository Library Number*

Institution/Library Name*

DOCUMENT TITLE*

URL TO THE PDF ON FDSYS/GOVINFO*

CLASSIFICATION NUMBER*

SuDoc Classification

Other

NUMBER OF COPIES TO BE DISCARDED

DOES THIS OFFER CONTAIN MULTIPLE PIECES?*

Yes No

PUBLICATION DATE*

Date* (only year is required)

Month <input type="text"/>	Day <input type="text"/>	Year* <input type="text"/>
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End Date (if range)

Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
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Item doesn't have a date

DATE RECEIVED BY INSTITUTION/SHIPPING LIST DATE/PROCESSING DATE*



I don't have a date

FORMAT

- Paper
- CD-ROM
- Microfiche
- DVD
- Floppy Disk
- Other

CONDITION*

- As New
- Fine
- Very Good
- Good
- Fair
- Poor
- Binding Copy

Condition Notes

POSTAGE REIMBURSEMENT AVAILABLE?

Yes No

OCLC #

CGP SYSTEM #

ADDITIONAL NOTES

INTERNAL NOTES *These notes will only be seen by your library's users.*

***Please note that GPO will review the requests and ensure that a minimum of four tangible copies of each title is under a current Preservation Steward Agreement before approval to discard is granted to the requesting regional depository.