

The Superseded List

December, 2016



Agenda

- Overview
- Origins
- Structure
- Organization
- Common retention notes
- Supersession criteria
- Examples



What it is

- Can assist library staff in identifying commonly superseded material, e.g. obsolete, dated, or ephemeral documents
- Can help library staff identify material that has unusual cumulating patterns or material that does **not supersede**
- The materials listed in this publication or that meet the supersession criteria may be discarded **before** the normal 5-year statutory retention period for non-superseded materials, **without** submitting them on a weeding list for Regional library approval.



Did you know?

The Superseded List may be consulted, but it is out of date.

Use your professional judgement when applying the Supersession Criteria to material found in your stacks.



Origins

- Was written by members of the Superseded Documents Committee who volunteered to write and revise individual sections.
- 1984 & 1986 editions were Appendix C to the *Instructions to Depository Libraries*
 - SuDocs GP 3.26:D 44/#
- 1992, 1996, 2002, & 2002 (with additions through 2009) were issued as separate publications
 - SuDocs GP 3.2:SU 7/year



Structure of the Superseded List

- General rules / Supersession Criteria ← read this
 - Rules can be applied to all FDLP material, even if they are not in the Superseded List
- Superseded List
- Discontinued or inactive list



Organization

Seven columns:

- 1) Bullet = new or modified entry since previous edition
- 2) SuDocs classification number stem
- 3) Current item number
- 4) Title
- 5) Retention explanation
- 6) “R” indicates voluntary regional retention
- 7) “A” indicates the item number is still active*
“X” indicates the item number is inactive*
* as of the time of printing



Common retention notes

- “Discard if revised”
- “Keep latest edition/issue”
- “Looseleaf. Discard pages if revised.”
- Periodicals/serials that are superseded by a cumulative edition
- “Keep current year plus previous year”
- Separates and reprints



Supersession Criteria

- The following slides show common rules that can be applied to materials on your shelves
- You may apply the criteria to titles not listed in the Superseded List



Revised by a new edition/issue – libraries may discard earlier edition when revised edition is made available (tangible or online)

- One format may supersede another format.
 - For example, a revised online edition may supersede an earlier print edition. If there are gaps between the two versions, for example missing appendices, the tangible edition may not be superseded by the online version.
- May contain statements on the cover(s) or prefatory material indicating that the publication revises or supersedes one or more previous editions
- Loose-leaf pages replaced by new pages are considered superseded and may be discarded
- A final Environmental Impact Statement (FEIS) does not supersede the draft Environmental Impact Statement (EIS or DEIS) version

Dated material - libraries may discard when expired

- For material that advertises an event or activity with a limited time frame, libraries may discard the publication after the time period has ended.

Look for a date on the:

- Title page
- Cover page
- Back cover
- Prefatory material

Commonly found among:

- Press releases
- Dated posters
- Calendars
- Announcements of seminars, workshops, meeting, or events
- Announcements of products or publications
- Grant applications

* Items, such as publication announcements that may not have a specific date on them, may be discarded 90 days after receipt.



A reprint edition – libraries may discard the original edition when reprint edition is published

- If a reprint edition is distributed through the FDLP, the original edition may be discarded by the depository, even if that depository has deselected the item number and does not possess the new edition.



Replaced by a cumulative edition – libraries may discard non-cumulative materials

- Earlier non-cumulative materials may be superseded and discarded upon receipt of the cumulative bound volumes, issues, or products.
- Examples:
 - Daily Congressional Record, after bound volumes and index are received
 - Slip laws, after bound Statutes at Large are received
 - Slip opinions, after bound United States Reports are received
 - Supplements to U.S. Code, are replaced with a cumulative edition
 - House and Senate reports/documents, upon receipt of bound Serial Set



Replaced by a corrected copy – libraries may discard the original copy

- When a corrected copy replaces a publication previously distributed through the FDLP, the publication that was initially distributed should be removed from the collection and discarded.
- Copies of all types of corrected publications are identifiable by the **/CORR.** at the end of the Superintendent of Documents classification number.



Star Prints

“Star prints” are corrected versions of some congressional materials.

They are identifiable by a star printed at the lower left-hand corner of their title or cover pages; sometimes the words "star print" also appear adjacent to the star.

The original copy may or may not have been distributed through the FDLP. If the original copy was received, it should be removed from the collection and discarded.

110TH CONGRESS } SENATE } EXEC. REPT.
2d Session } } 110-14

TREATY WITH MALAYSIA ON MUTUAL LEGAL ASSISTANCE

SEPTEMBER 11, 2008.—Ordered to be printed

Mr. DODD, from the Committee on Foreign Relations,
submitted the following

REPORT

[To accompany Treaty Doc. 109-22]

The Committee on Foreign Relations, to which was referred the Treaty between the United States of America and Malaysia on Mutual Legal Assistance in Criminal Matters, signed at Kuala Lumpur on July 28, 2006 (Treaty Doc. 109-22), having considered the same, reports favorably thereon with one declaration, as indicated in the resolution of advice and consent, and recommends that the Senate give its advice and consent to ratification thereof, as set forth in this report and the accompanying resolution of advice and consent.

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I. PURPOSE

The Treaty between the United States of America and Malaysia on Mutual Legal Assistance in Criminal Matters (the “MLAT with Malaysia” or “Treaty”) is one of a series of modern mutual legal assistance treaties that have been negotiated by the United States and is designed to provide a formal basis for mutual cooperation between the United States and Malaysia on law enforcement matters so as to enhance the ability of the United States to investigate and prosecute crimes.

69-115 ★ (STAR PRINT)



Things to look for when weeding

- Loose leaf inserts, transmittals, corrections, changes, errata, etc., where no base manual has been received to insert them into, supersede the loose leaf material after holding for one year
- Lists and indexes of publications of various agencies supersede upon receipt of complete new editions
- Small spot-lists, such as publication announcements, may be discarded 90 days after receipt



Things to look for when weeding

- Annual or biennial publications that merely revise information and bring it up to date, such as the Index of Specifications and Standards, Light Lists, etc., supersede upon receipt of a new issue.
 - Does not apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time, or the Budget of the U.S. Government.



Things to look for when weeding

- Navigation and Aeronautical charts that have passed their expiration date can be considered superseded and discarded.



DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Foreign Agricultural Service	A 67.40/2:	0076-K	Trade Leads (former title: Export Briefs)	Keep current year plus previous year	R	A
Rural Utilities Service	A 68.2:	0116	General Publications (various titles)	Discard if revised		A

DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Census Bureau	C 3.278:	0154-D	Foreign Trade Data CD-ROM	For annual and year to date totals, keep latest month of each title and December issues of both U.S. Imports and U.S. Exports for each year not cumulated in History CD-ROM. To retain monthly data, keep monthly issues also.		A

Commerce Department	C 1.88:	0128-L	National Trade Data Bank	Keep March issue for each year plus current year to date		X
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DEPARTMENT	SUDOGS	ITEMNO	TITLE	POLICY	R	STATUS
Federal Register Office	AE 2.102:	0574	General Publications (various titles)	Discard if revised		A
Federal Register Office	AE 2.106:	0573-C	Federal Register	Keep current 2 years	R	A
Federal Register Office	AE 2.106:	0573-D	Federal Register	Keep current 2 years	R	A
Federal Register Office	AE 2.106/2:	0573-D	List of CFR Sections Affected	Keep latest monthly issue plus quarterly issues (Mar., June, Sept., & Dec.) marked "Save this issue"	R	A
Federal Register Office	AE 2.106/2:	0573-C	List of CFR Sections Affected.	Keep latest monthly issue plus quarterly issues (Mar., June, Sept., & Dec.) marked "Save this issue"	R	A
Federal Register Office	AE 2.106/3:	0572-B	Code of Federal Regulations, Title 3, President	Keep annual issues until superseded by quinquennial cumulation	R	A
Federal Register Office	AE 2.106/3:	0572-C	Code of Federal Regulations, Title 3, President	Keep annual issues until superseded by quinquennial cumulation	R	A
Federal Register Office	AE 2.106/3:	0572-C	Code of Federal Regulations	Keep latest edition of each part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3	R	A
Federal Register Office	AE 2.106/3:	0572-B	Code of Federal Regulations	Keep latest edition of each part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3	R	A




DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
House of Representatives	Y 1.2/5:	0991	U.S. Code and Supplements	Keep latest edition and latest cumulative supplement	R	X
House of Representatives	Y 1.2/5:	0991-A	U.S. Code and Supplements	Keep latest edition and latest cumulative supplement	R	A








DEPARTMENT	SUDOCs	ITEMNO	TITLE	POLICY	R	STATUS
Special Committee on Aging (Senate)	Y 4.AG 4:	1009-C-01	Legislative Calendars	Keep final edition from each Congress for each committee one year from end of Congress. House committees generally have separate class stem for calendars. Some committees may not have issued calendars.		A

Federal Register Office	AE 2.110:	0575	Slip Laws (Public Laws)	Discard upon receipt of U.S. Statutes at Large (AE 2.111:)		A
Federal Register Office	AE 2.110/2:	0575-A	Private Laws.	Discard upon receipt of U.S. Statutes at Large (AE 2.111:)		A



 **jpaskoski**
 8/11/2009 4:38:28 PM

 NOT SUPERSEDED - see the Update to the 2002 Superseded List, Additions and Corrections at
http://www.access.gpo.gov/su_docs/fdpl/pubs/suplist/suplist02_update.html

Office	PREX 2.0:	0853	Budget of the U.S. Government	
 Management and Budget Office	PREX 2.0:	0853	Budget of the U.S. Government	
 Management and Budget Office	PREX 2.0:	0853	Budget of the U.S. Government, Appendix	★
 Management and Budget Office	PREX 2.0:	0853	Budget of the U.S. Government, Citizen's Guide	★
 Management and Budget Office	PREX 2.0/4:	0853-G	Budget of the U.S. Government	★
 Management and Budget Office	PREX 2.0/5:	0855-B	Budget of the U.S. Government, Analytical Perspectives	★
 Management and Budget Office	PREX 2.0/0:	0853	Budget of the U.S. Government, Historical Tables	★
 Management and Budget Office	PREX 2.0/12:	0853	Budget Systems and Concepts of the United States Government	★



Versions

- Find online on FDLP.gov > Guidance > Weeding a Depository Collection

<https://www.fdlp.gov/requirements-guidance-2/guidance/30-weeding-a-depository-collection>

- Spreadsheet version available on Documents Data Minor 2 (DDM2)

<http://govdoc.wichita.edu/ddm2/gdocframes.asp>

(Not a GPO resource)



Questions?

Weeding a Depository Collection:

<https://www.fdlp.gov/requirements-guidance-2/guidance/30-weeding-a-depository-collection>

askGPO - <https://www.gpo.gov/askgpo/>

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