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# Implementing the Regional Discard Policy

## Updates and Q&A

An FDLP Academy Webinar  
August 23, 2016

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## “Government Publications Authorized for Discard by Regional Depository Libraries”

1. The publication is superseded or later issued in bound form.
2. The publication:
  - Has been retained by the regional in tangible form for a period of seven years from the date of receipt, processing, or shipping list date
  - Is available on GPO’s Federal Digital System in a format that meets the standards of the Superintendent of Documents as authentic with the digital signature of the Superintendent of Documents
  - **Exists in tangible form with at least four tangible copies distributed geographically within the FDLP**

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## Policy Stipulations Explained

- The tangible item must have been retained for seven years.
- The item must be available on FDsys/**govinfo** with a digital signature of the Superintendent of Documents.
- The tangible copy must be the same as the digital copy.
- Access to the digital publication must be maintained.
- The tangible publication is maintained by at least four Preservation Stewards.
- Before the materials can be discarded:
  - Regional depositories must first receive approval from the Superintendent of Documents.
  - Regionals must first offer the item to selectives they serve, and then to other depository libraries nationwide.

## A Regional's Decision

***Nothing in the policy mandates that a regional depository library discard materials from their Federal depository collection.***

## Related Policies

- Permanent Public Access to U.S. Government Information through Preservation (SOD-PPS-2016-4)
- Content Scope for GPO's System of Online Access (SOD-PPS-2016-2)
- Scope of Government Information Products Included in the Cataloging and Indexing Program and Disseminated Through the Federal Depository Library Program (SOD-PPS-2016-1)

<http://www.fdlp.gov/superintendent-of-documents-public-policies>

## Preservation Stewards

- Preservation Stewards take on responsibilities for preserving depository materials that are preservation copies of record, including:
  - Preventive preservation, or activities that prevent (or delay) materials from degrading or becoming damaged
  - Conservation or retrospective preservation, which reverses degradation or damage to materials – if there is such a program in the library
- Preservation Stewards have a formal agreement with GPO to maintain preservation copies of record.
- Preservation Stewards are partners in the Federal Information Preservation Network (FIPNet).

## Preservation Stewardship obligates libraries to:

1. Verify the physical existence of item(s) on their list
2. Ensure the item(s) is cataloged and if it is not, create a record using at least minimum level cataloging
3. Determine that the item condition is good, the minimal level for preservation copy of record

## Preservation Stewardship obligates libraries to:

- 4A.  Store the item(s) in a controlled access environment  
Make the item(s) non-circulating and not circulated through ILL

OR

- 4B.  House the item(s) in closed or open accessible stacks  
Allow item(s) to circulate  
Have guarantees in place for replacement of lost, stolen, or damaged materials

## Preservation Stewardship obligates libraries to:

5. Ensure preservation copies of record are not withdrawn by making them easily identifiable:
  - Stamp the publication “DO NOT WITHDRAW” or something similar.
  - Make a retention notation in the cataloging record, for example, “FIPNet Preservation Copy of Record.”
6. Include the item(s) within the scope of library’s collection care or collection conservation programs, if applicable.

## Preservation Stewardship obligates libraries to:

7. Report
  - Notify GPO immediately if the condition of any of the titles under its preservation stewardship changes due to loss, deterioration, mold, vandalism, or disaster.
  - Notify GPO immediately if there are location changes for any of the titles under its preservation stewardship.
  - Conduct, with GPO’s participation, a condition assessment at least every three years using a random sampling of titles under its preservation stewardship.

## Preservation Steward Incentives

GPO is investigating services to support this effort:

- Digitizing historical content;
- Paying postage for shipping materials to the Preservation Stewards from other libraries;
- Assisting with cataloging and related services;
- Assisting with condition assessments;
- Assisting with inventories; and
- Paying for conservation services.

## Phase 1 Deliverables

June 2016

- ✓ Released final version of the Regional Discard Policy
- ✓ Released webcast: Regional Discard Policy Implementation: A Phased Approach

July 2016

- ✓ Released information packet
- ✓ Launched FDLP.gov project page
- ✓ Received feedback from depository community

August 2016

- ✓ Virtual discussion on Preservation Stewardship
- ✓ Released condition assessment definitions
- ✓ Webinar: Implementing the Regional Discard Policy: Updates and Q&A

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## Phase 1 Deliverables

August 2016

- Release Final MOA template
- Publish Regional Discard update in FDLP Connection
- Develop Memorandums of Agreement with libraries who are becoming Preservation Stewards (ongoing)

September 2016

- Release final instructions for submitting discard requests
- Provide condition assessment guidance
- Release updated FAQs
- Begin accepting and processing discard requests from regionals for List no. 1

October 17-19, 2016

- Give presentation at the Fall Depository Library Council Meeting & Federal Depository Library Conference

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## In the meantime GPO will:

- Communicate regularly through multiple channels
- Notify FDLP community of established Preservation Stewards
- Continue to work with the Advisory Group
- Obtain feedback
- Analyze feedback and processes
- Continue to receive Preservation Steward interest
- Make procedural modifications
- Test and implement system enhancements
- Continue work on the inventory of preservation copies of record
- Collect metrics

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## New Questions Received

1. What happens if there are four preservation copies of a title and the library no longer wishes to remain a Preservation Steward?
2. Do preservation copies of record have to be volumes distributed through the Federal Depository Library Program?
3. If there are not four Preservation Stewards, would GPO still potentially approve a discard request?
4. Does the new Regional Discard Policy have any affect on the discard procedures of selectives?

## New Questions Received<sub>(2)</sub>

5. From the draft instructions for seeking approval to discard, please clarify #5 under “Prior to Submitting a Request to Discard ...”:
 

*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.*
6. In the draft MOA it states, “Have guarantees in place for replacement of lost, stolen, or damaged materials.” Can you please explain what this means?

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## New Questions Received<sup>(3)</sup>

7. Are depository libraries required to become Preservation Stewards or must we become one to be a depository library?
8. Are regionals mandated to keep and preserve all titles they receive?

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## Questions? Comments?

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### Implementing the Regional Discard Policy

**Details**  
Last Updated: August 09, 2016  
Published: July 09, 2016

In summer 2015, the U.S. Government Publishing Office (GPO) received a letter from its congressional oversight committee, the Joint Committee on Printing (JCP), approving the proposed Superintendent of Documents policy allowing regional depository libraries to discard depository materials.

Read GPO Director David Vance-Cook's discard policy approval request and the JCP response to it.

The discard policy states that if a regional has retained materials for seven years and the materials are available on GPO's Federal Depository Library System (FDLS) website with a digital signature, they will be able to discard those materials, with permission of the Superintendent of Documents Publications Authorized for Discard by Regional Depository Libraries, for more details.

**Timeline & Milestones**

- Phase 1 implementation begins, and regionals can begin to request permission to discard: September 2015
- Website for the FDLP community - Implementing the Regional Discard Policy: October and GSA: August 21, 2016
- Memorandum of Agreement for Preservation Stewards Requested by GPO: August 22, 2016
- Deadline to provide feedback to GPO on the Draft Memorandum of Agreement for Preservation Stewards: August 16, 2016
- Weekly Preservation Stewards: Beginning August 2016 and ongoing
- Virtual discussion with libraries interested in becoming Preservation Stewards: August 2016
- Information Packet disseminated to regional libraries: July 2016
  - Letter from the Superintendent of Documents
  - Regional Discard Policy
  - Form Request for Discard - List No. 1
  - Memorandum of Agreement (MOA) for Preservation Stewards
  - Regional Discard Implementation Frequently Asked Questions
  - Instructions for Submitting Discard Requests to GPO
- Regional Discard Advisory Group formed to collaborate with GPO on discard implementation: May 2016
- Letter transmitted from the Joint Committee on Printing to GPO Director David Vance-Cook approving the Regional Discard Policy: August 2016
- Request sent to the Joint Committee on Printing to approve the Regional Discard Policy from GPO Director David Vance-Cook

Questions or comments for GPO?

Do you have a question or comment about the Regional Discard Policy? Would you like to provide feedback to GPO on the Draft Memorandum of Agreement for Preservation Stewards?

[Contact GPO about the Regional Discard Policy.](#)

Additional Resources

- FDLP Tangible Print Publications: Completion Assessment Definitions, August 2016
- Webinar: Virtual Discussion on Preservation Stewards, August 2016

### Regional Discard Policy Implementation Inquiry Form

**Name: (\*)**

**Email: (\*)**

**Depository Number: (\*)**

**Depository Name: (\*)**

**Question or Comment: (\*)**

regionaldiscard@gpo.gov

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