



Types & Number of Documents to be Deposited with the Arkansas State Library by State Supported Educational Institutions

Type	Number of Copies*
1. Alumni Materials	
a. Pamphlets and brochures	EXEMPT
b. Magazines	4
2. Annual or biennial reports	
a. Annual report	25
b. Reports from units within the institution	12
3. Budgets	
a. Annual operating budget	12
b. Biennial appropriations request	EXEMPT
4. Catalogs	
a. Institution-wide catalogs	25
b. Individual department catalogs (*An exemption is granted only to those catalogs which duplicate portions of an institution-wide catalog)	EXEMPT* or 25
5. Conference / training /workshop / seminar materials	
a. Advertising and registration information	EXEMPT
b. Published proceeding	12
c. Training manuals used in workshops, seminars or conferences (includes only those materials which can stand-alone; i.e. can be used without accompanying lecture or visual aids)	12
6. Correspondence, intraoffice or interoffice agency communications	EXEMPT

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Type	Number of Copies*
7. Development funds materials	EXEMPT
8. Directories or rosters	
a. Directories of facilities or services	25
b. Personnel directories	25
c. Telephone directories	25
9. Financial Reports	
a. Annual financial report	12
b. Monthly / quarterly financial reports	EXEMPT
10. Lists of publications	
a. Bibliographies	25
b. Catalogs	25
c. Publications	25
11. Minutes of governing board meetings	4
12. Miscellaneous publications	
a. Bulletin board materials; notices designed to announce, describe, advertise, or register persons for specific events	EXEMPT
b. Calendars and schedules of athletic events, rosters of teams listings or athletic records	EXEMPT
c. Drafts of plans and reports published for comment	4
d. Handbooks, manuals, and guides	12
e. Maps	12
f. Pamphlets and brochures, except those in a series	EXEMPT
g. Recruitment material	EXEMPT

* Copies requirement for documents published exclusively in print

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Type	Number of Copies*
12. Miscellaneous publications (continued)	
h. Reports of research	12
i. Schedules, invitations, commencement program	EXEMPT
j. Series publications	12
k. Statistical compilations	12
13. Periodicals	
a. Magazines	12
b. Newspapers and newsletters intended for out-of-house distribution	12
c. News releases	1
14. Student publications	
a. Student newspapers	EXEMPT
b. Student magazines	EXEMPT
c. Yearbooks	EXEMPT
d. Student handbook (describing service, policies, and practices of the college relating to students)	25
15. Special publications	
a. Grant proposals, specifications, bids, etc.	EXEMPT
b. Publications financed by sale thereof	1
c. Reprints (reissue in same format without change)	EXEMPT
d. Revisions	Same requirement as original document
e. Updates, transmittals	Same requirement as original document

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