



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

Type	Number of Copies*
* Copies requirement for documents published exclusively in print	
1. Alumni Materials	
a. Pamphlets and brochures	EXEMPT
b. Magazines	4
2. Annual or biennial reports	
a. Annual report	18
b. Reports from units within the institution	8
3. Budgets	
a. Annual operating budget	8
b. Biennial appropriations request	EXEMPT
4. Catalogs	
a. Institution-wide catalogs	18
b. Individual department catalogs (*An exemption is granted only to those catalogs which duplicate portions of an institution-wide catalog)	EXEMPT* or 18
5. Conference / training /workshop / seminar materials	
a. Advertising and registration information	EXEMPT
b. Published proceeding	18
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)	8
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	18
b. Personnel directories	18
c. Telephone directories	18
9. Financial Reports	
a. Annual financial report	8
b. Monthly / quarterly financial reports	EXEMPT
10. Lists of publications	
a. Bibliographies	18
b. Catalogs	18
c. Publications	18
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	8
e. Maps	8
f. Pamphlets and brochures, except those in a series	EXEMPT
g. Recruitment material	EXEMPT

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Type	Number of Copies*
12. Miscellaneous publications (continued)	
h. Reports of research	8
i. Schedules, invitations, commencement program	EXEMPT
j. Series publications	8
k. Statistical compilations	8
13. Periodicals	
a. Magazines	8
b. Newspapers and newsletters intended for out-of-house distribution	8
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)	18
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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