



## Types & Number of Documents to be Deposited with the Arkansas State Library by State Agencies

Type	Number of Copies*
1. Annual or biennial reports	18
2. Budgets	
a. Annual operating budget	8
b. Biennial appropriations request	EXEMPT
3. Conference / Training / Workshop / Seminar materials	
a. Advertising and registration information	EXEMPT
b. Published proceeding	8
c. Training manuals used in workshops, seminars or conferences (includes only standalone materials, i.e., materials that can be used without accompanying lecture or visual aids)	8
4. Correspondence, intraoffice or interoffice agency communications	EXEMPT
5. Directories or rosters	
a. Directories of facilities	18
b. Directories of services	18
c. Directories of personnel	18
d. Rosters	18
6. Financial reports	
a. Annual financial report or statement (includes those issued by agencies which do not publish an annual report or those issued by agencies that produce annual reports not containing financial information)	8
b. Monthly / Quarterly financial reports	EXEMPT

\* Copies requirement for documents published exclusively in print

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<b>Type</b>	<b>Number of Copies*</b>
7. Information publications / Reports of research	
a. Drafts to plans and reports published for comment	4
b. Guides	8
c. Manuals or handbooks	8
d. Maps	8 (18 may apply)
e. Pamphlets and brochures about an agency, its services, or a subject of concern to it	8
f. Reports	8
g. Series publications	8
h. State Plans	8
i. Statistical compilations	8 (18 may apply)
8. Law*, rules and regulations, licensing standards (*specifically excluded by Act 489 § 8 (a) (i)-(iii) are the Acts of Arkansas, the Arkansas Supreme Court Reports, and the Arkansas Statutes. One copy of each is to be deposited with the State Library)	8
a. Laws published as separates	8
b. Rules and regulations published as separates	8
c. Compilations of laws on a topic	18
d. Licensing standards	8
9. Lists of publications	
a. Bibliographies	8
b. Catalogs	18
c. Publication lists	18
10. Minutes of governing board meetings	4

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<b>Type</b>	<b>Number of Copies*</b>
<b>11. Periodicals</b>	
a. Magazines	8 (18 may apply)
b. Newsletters / Newspapers	8
c. News releases	4
<b>12. Special Publications</b>	
a. Grant proposals, specifications, bids, etc.	EXEMPT
b. Grant reports	4
c. Publications financed by the sale of the publication (Publications offered for sale by the Secretary of State's office are specifically excluded by Act 489 of 1979 § 8 (a) (iv). One copy of such publications is to be deposited with the Arkansas State Library)	4
d. Reprints (reissued in the same format with no changes)	EXEMPT
e. Revisions	Same requirement as original document
f. Updates, transmittal	Same requirement as original document

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