



Guidelines for Retention of Continuing Legal Education (CLE) in County and District Law Libraries

The following guidelines have been endorsed by the LibraryCo Collections Team and the LibraryCo Board of Directors. They are recommended for use at local law libraries. Area and regional law libraries may find them to be a useful guide as well.

As a general rule, retain only five years of CLE materials (e.g. at the end of 2013, discard anything published in 2008 or before). When recycling/discarding, remember to complete a Form for Reporting Withdrawals (available on the Great Library's web site) so that the record is withdrawn from AdvoCAT.

Exceptions:

- If an older (pre-2008) publication is the only resource in your law library on a given topic, retain it or seek a second opinion from the Roving Law Librarian or a lawyer who practices in the field.
- If, during the five year period, there have been many CLE programs in an area of law which is not practiced in your jurisdiction, consider retaining them for a shorter period of time (e.g. two or three years). If in doubt, consult the Roving Law Librarian or a practitioner. (An example might be immigration law in a jurisdiction where little immigration work is done).

Approved by the LibraryCo Board of Directors,
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