



## **Guidelines for Retention of Continuing Legal Education (CLE) and Bar Admission Course (BAC) Materials 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 useful as a guide as well.

### **1. Continuing Legal Education Materials**

As a general rule, retain only 5 years of CLE materials (e.g. at the end of 2002, discard anything published in 1997 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remember to complete a Form for Reporting Withdrawals (available on the Great Library's web site) so that the record is withdrawn from AdvoCAT.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-1997) 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 5-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 (i.e. 2 or 3 years). Consult the Roving Law Librarian or a practitioner, if in doubt. (An example might be Immigration Law, in a jurisdiction where little immigration work is done).

### **2. Bar Admission Course Materials**

As a general rule, retain only the current Bar Admission course materials (or at most the current and previous year).

Approved by the LibraryCo Board of Directors,  
November 22, 2002