

Ceased _____ / Cancelled _____ Government Periodical	
Title:	Date:
OCLC number:	Innopac bib record number:
Item number (074):	
(slm) Electronic holdings _____ Electronic bib record number: _____	
(sks) Current print holdings: _____ Current microfilm holdings: _____	
(sks) Retention decision: _____	
(sks) If discarding: Recycle _____ Offer immediate _____ Offer long-term _____	(sg) Offer
(sg) List of item selections from GPO. Keep on list _____ Remove from list _____	(sg) Marcive profile. Keep on profile _____ Remove from profile _____
Order record (if present):	
(sks) Change status to z. Add note that publication has ceased or been cancelled.	
(sks) Insert internal note: Ceased/Cancelled Gov wfm started [initials] [date]	
(sks) Add notes for each format discarded: Discarded [vols.] per [initials] [initials & date]	
Retained issues:	Discarded issues:
(sks) In check-in record, edit lib. has field. Holdings statement: _____	(sks) This periodical is _____ is not _____ a CBB Bates permanent retention title.
(sks) Delete check-in boxes.	(sks) Delete check-in record.
(sks) Remove binding instructions.	(sks) Delete item records.
(sks) If publication has ceased, close bib record.	(sks) Suppress or delete bib.
(rxl) Update LDR.	(rxl) Delete the LDR and OCLC holdings.
(rxl) Update Print/Microfilm holdings excel file.	(rxl) Update Print/Microfilm holdings excel file.
(rxl) Edit item record volume designations if inconsistent.	(rxl) Pull issues from current periodical shelves.
	(rxl) Pull items from bound/microfilm shelves.
(rxl) If any issues are sent to bindery delete the check-in boxes upon return.	(rxl) Stamp withdrawn (bound issues). Discard to trash or Sandi to offer.
(sks) Final check of record in public display; file workflow sheet.	
Notes:	