

Weed (Government Periodical)		
Title:	Date:	
OCLC number:	Innopac bib record number:	
Item number (074):	SuDoc#	
(slm) Electronic holdings _____		
Electronic bib record number: _____		
(sks) Current print holdings: _____ _____ Current microfilm holdings: _____ _____	Note: If holdings are not closed, switch to Ceased/Cancelled Government Periodical workform	
(sks) Retention decision: _____		
(sks) If discarding: Recycle _____ Offer immediate _____ Offer long-term _____	(sg) Offered	
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 record.
(rxl) Update Print/Microfilm holdings excel file.		(sks) Delete item records.
(rxl) Edit item record volume designations if inconsistent.		(sks) Transfer order/delete bib OR suppress bib.
Offer information:		(rxl) Delete the LDR and OCLC holdings.
		(rxl) Update Print/Microfilm holdings excel file.
		(rxl) Pull items from bound/microfilm shelves.
(sks) Final check of record in public display; file workflow sheet.		
Notes:		