Project objective

To clear out room 104

Requirements

* Withdraw and discard SC state docs in 104
* Withdraw federal docs that have not yet been withdrawn
* Enter federal docs that have been withdrawn onto ASERL Document Disposition Database format spreadsheets (optimum max ~200 items per spreadsheet)
* Upload spreadsheets to ASERL DDD, where they must remain on offer for 45 calendar days; offered sets must remain together on shelves in SuDoc order
* Review expired lists for significant federal docs for offer to FDLP preservation stewards or FDLP
* Find a place to house any remaining volumes that cannot be disposed of by end of timeline; offered sets must remain together on shelves in SuDoc order

Out of scope

* Pulling vols designated for discard from 3rd floor stacks

Project manager

Kathryn Wesley

Content and technical lead

Melissa O’Neill

Specialists

Yolanda Carter, withdraw federal docs  
Allison Schultz and Alydia Sims, withdraw and discard SC state docs  
Gov Doc student workers, pull volumes, create spreadsheets, discard volumes

Sponsor

Dean Cox

Timeline

Desired completion date, 6 months. Pull SC docs for Allison and Alydia to withdraw and discard immediately, as they require no offering. Proceed as normal with federal docs for 3 months, then assess progress. Estimate likelihood of meeting project deadline. If not good, seek alternative location to store until offer process is complete and all volumes can be discarded.