

## Weeding Cheat Sheet for Colorado Selective Depositories

(Original File adapted from Ashley Dahlen, GPO)

Number of Years After Receipt →	1 Year	2 Years	3 Years	4 Years	5 Years and Beyond
<b>Superseded List</b> to identify publications that have been superseded by being updated, dated, cumulated, etc.; does not require regional permission	You can use the Superseded List at any time in the life cycle of the document.   Applies to any format.				
<b>Substitution Guidelines</b> to swap out a tangible publication with an online equivalent, with regional permission	N/A	Between 1 and 5 years, use the Substitution Guidelines			Can be used, but the 5 Year Rule also applies
<b>5 Year Rule-</b> Selectives may request permission to discard from their regional library.	N/A	N/A	N/A	N/A	Yes

### CU Boulder Local Exceptions - Weeding Without Listing

<b>Series titles not requiring listing</b> Selectives may consult this list, follow directions for individual titles, and withdraw items on the spreadsheet without listing	N/A	N/A	N/A	N/A	Yes
<b>Expired and Cleared Lists</b> These lists can be found on the needs and offers wiki. All of these items have been reviewed by CU Boulder and either claimed or withdrawn by selectives. You may discard.	N/A	N/A	N/A	N/A	Yes

<b>Congressional Hearings</b>  Search for the hearing in CU Boulder's Chinook Classic. If there is no record, or the item is "missing" or "trace lost", send to CU Boulder. If unsure, contact Leanne.  Check the Collection Matrix.  If no one collects from the committee, you may discard. If someone does collect from the committee, contact Leanne.	N/A	N/A	N/A	N/A	Yes
<b>Microfiche</b>  May withdraw without listing. If you're discarding a significant run, send a courtesy message to <a href="mailto:cogopub-l@lists.colorado.edu">cogopub-l@lists.colorado.edu</a> .	N/A	N/A	N/A	N/A	Yes
<b>CD-ROM</b>  Send CD-ROMs with the following SuDocs stems to CU-Boulder: C3, I, EP, NAS, or items with the words "Colorado" in the title to the attention <a href="#">Leanne Walther</a> via courier or US Mail. The rest can be discarded. If you're discarding a significant run, send a courtesy message to <a href="mailto:cogopub-l@lists.colorado.edu">cogopub-l@lists.colorado.edu</a> .	N/A	N/A	N/A	N/A	Yes