



Types & Number of Documents to be Deposited with the Arkansas State Library by State Agencies

Type	Number of Copies*
1. Annual or biennial reports	25
2. Budgets	
a. Annual operating budget	12
b. Biennial appropriations request	EXEMPT
3. Conference / Training / Workshop / Seminar materials	
a. Advertising and registration information	EXEMPT
b. Published proceeding	12
c. Training manuals used in workshops, seminars or conferences (includes only standalone materials, i.e., materials that can be used without accompanying lecture or visual aids)	12
4. Correspondence, intraoffice or interoffice agency communications	EXEMPT
5. Directories or rosters	
a. Directories of facilities	25
b. Directories of services	25
c. Directories of personnel	25
d. Rosters	25
6. Financial reports	
a. Annual financial report or statement (includes those issued by agencies which do not publish an annual report or those issued by agencies that produce annual reports not containing financial information)	12
b. Monthly / Quarterly financial reports	EXEMPT

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Type	Number of Copies*
7. Information publications / Reports of research	
a. Drafts to plans and reports published for comment	4
b. Guides	12
c. Manuals or handbooks	12
d. Maps	12 (25 may apply)
e. Pamphlets and brochures about an agency, its services, or a subject of concern to it	12
f. Reports	12
g. Series publications	12
h. State Plans	12
i. Statistical compilations	12 (25 may apply)
8. Law*, rules and regulations, licensing standards (*specifically excluded by Act 489 § 8 (a) (i)-(iii) are the Acts of Arkansas, the Arkansas Supreme Court Reports, and the Arkansas Statutes. One copy of each is to be deposited with the State Library)	12
a. Laws published as separates	12
b. Rules and regulations published as separates	12
c. Compilations of laws on a topic	25
d. Licensing standards	12
9. Lists of publications	
a. Bibliographies	25
b. Catalogs	25
c. Publication lists	25
10. Minutes of governing board meetings	4

* Copies requirement for documents published exclusively in print

Types & Number of Documents to be Deposited with the Arkansas State Library

Type	Number of Copies*
11. Periodicals	
a. Magazines	12 (25 may apply)
b. Newsletters / Newspapers	12
c. News releases	4
12. Special Publications	
a. Grant proposals, specifications, bids, etc.	EXEMPT
b. Grant reports	4
c. Publications financed by the sale of the publication (Publications offered for sale by the Secretary of State's office are specifically excluded by Act 489 of 1979 § 8 (a) (iv). One copy of such publications is to be deposited with the Arkansas State Library)	4
d. Reprints (reissued in the same format with no changes)	EXEMPT
e. Revisions	Same requirement as original document
f. Updates, transmittal	Same requirement as original document

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