

*Appendix A: Overview of CREW Formula for Non-Fiction*

<b>General Dewey Decimal Classification Number</b>	<b>Specific Dewey Decimal Classification Number</b>	<b>Number Years Acceptable to Retain Based on Copyright Date</b>	<b>Number Years Acceptable to Retain if Not Circulated</b>
000	004 011 020 030 Others	3 7 5 5 5	2 2 3 5 2
100	133 150 160 Others	10 7 7 7	5 3 3 3
200		10	5
300	310 320 330 340 350 360 370 390 Others	2 7 5 7 7 5 5 7 7	2 3 3 3 3 3 2 5 5
400		10	5
500	510 550 570 580 Others	10 N/A 10 10 10	5 5 5 5 5
600	610 630 635 640 649 650 690 Others	5 5 10 5 5 5 7 7	3 5 5 5 3 3 5 5
700	745 770 790 Others	10 5 7 10	3 3 5 5
800		N/A	5
900	910 Others	5 10	2 5
B	Biography	N/A	3