

Appendix B- Records Management Procedures for Southeastern Library Association Board Members and Unit Officers

These guidelines have been developed to provide for the suitable organization of Association files in a manner that will allow for an orderly transition of offices, the transfer of files from officers to the custody of the archivist responsible for the management of the Association's archival material, and facilitate the arrangement of files for archival storage and management.

For the purposes of these guidelines, the following definitions are used: [1] "officer" refers to all elected officers of the Association, its divisions, sections, and interest groups, appointed chairs of standing and special committees, and all other persons serving in appointed positions; and [2] "Archivist" refers to any appointed officer, chair, or committee in the Southeastern Library Association charged with responsibilities concerning the permanent records of the Association. These guidelines cover organizational and administrative records.

A copy of these procedures shall be published in the SELA Handbook. Additional copies of the procedures shall be available from the Archivist or committee responsible for the management of the Association's records.

I. Purpose and Nature of Officers' Files

- a. Each officer shall keep files during his/her term(s) of office.
- b. These files shall document officers' activities as they carry out the responsibilities and duties of their offices.
- c. These files shall meet the informational and evidential needs of: [a] successors in office, [b] other officers and members of the Association, and [c] researchers who wish to study the records of the Association in accordance with any rules and regulations agreed upon by both the Board of the Association and the host repository.

II. Contents of Files

- a. Officers' files shall be labeled and contain working papers, minutes, reports, correspondence and memoranda received, copies of correspondence sent, notes, and other pertinent documents required for the essential operation of the office or unit during the current biennium.
- b. File copies of other documents obtained for use or reference from current officer files or from the archives of the Association should, in most cases, be returned to the original source rather than remaining permanently in the files of the officer who used the item for reference. Photocopies of such documents may be supplied to the requesting officer in place of the file copies or may be made by the requesting officer from the file copies before the files are returned to the original source; such photocopies may be retained in the files of the requesting officer.
- c. Such generally distributed items as agendas for meetings of the Board or for business meetings, minutes, newsletters, program announcements, etc., of the Association or other offices need not be retained in the files of each officer. Unless such items are directly pertinent to the office, these items should be retained in files only temporarily.

III. Arrangement and Labeling of Files

- a. Officers should arrange files to distinguish between different bienniums, and those officers who serve more than one function concurrently (i.e., elected officer and committee chair, etc.) should maintain separate files for each function.
- b. Officers may establish labeled folders for various topics or functions as needed. Each folder, even while in the possession of the current officer, should be labeled as specifically as possible. Each folder shall include the following elements:
 - 1) title of officer or committee
 - 2) title of folder
 - 3) date [at least the biennium and its President's name]

Examples:

President
General Correspondence
1991 Jan.-June (Ward)

Headquarters Liaison Committee
Archives Project
1990-1992 (Ward)

As new files are created by current officers, care should be taken to prepare and use these files properly. This will insure a quick and easy transfer of materials and will prevent current or future officers from guessing or relying on individual memory in using files or seeking information.

IV. Transfer of Files to Successor Officers or to the Archivist

- a. At the end of each biennium, each officer shall forward his/her files, in labeled folders, to the SELA Headquarters office for permanent disposition. All files must be submitted to SELA Headquarters by January 31.
- b. All files transferred to the Association's headquarters office shall be identified by the office holder in accordance with the provisions outlined in section 3.2 of this document.
- c. Files to be transferred to incoming officers shall be sent to the Association's headquarters office after weeding them and retaining only materials of legal or historical importance. All metal staples and clips shall be removed and replaced with vinyl-coated clips.
- d. Copies of pertinent documents will be made and passed on to the incoming officers by the Association's headquarters office staff.
- e. The original files will be retained in the headquarters office until they are to be retired to the host repository.

V. Responsibilities of the Archivist Prior to Transferring Records to the Host Repository

- a. The archivist is responsible for the collection of files and inventories from the headquarters office on at least a biennial basis.
- b. The archivist is responsible for working with the host repository to establish a simple series structure to accommodate the association's records.
- c. The archivist is responsible for reviewing the files, verifying the file lists and folder labels, and discarding any duplicate material or records which are not to be preserved permanently in the archives.
- d. Records which are not to be retained permanently might include telephone messages, canceled checks, routine receipts, newsletters and programs of other organizations, or printed material collected at meeting and tour sites (beyond the material contained in a sample registration packet for each meeting or workshop).
- e. The Association itself will need to establish guidelines for length of time receipts, canceled checks, etc., must be retained in the Association's headquarters office. For archival purposes, budgets or financial reports may provide the only needed financial information for permanent retention.

VI. Transfer of Archival Records to the Host Repository

- a. The archivist shall arrange for a regular and orderly transfer of permanent records to the host repository, at a mutually convenient time.
- b. Additions to the Archives shall be packed securely in sturdy boxes with the files neat and in good order. The archivist shall determine to which series each file is to be added and shall pack the files in that order. Beginning with the files to be added to Series 1, the files for each series should be grouped, usually by officer term or association project, and arranged in order, usually chronological or alphabetical. If possible, files should be kept in acid-free folders.
- c. Each box transferred shall be labeled "SELA RECORDS ADDITIONS, BOX [#] of [#]." For example, if ten boxes are transferred, the boxes shall be numbered Box 1 of 10, Box 2 of 10, etc. Box numbers shall correspond to box numbers used in transmittal lists. Mail transfers of documents should be undertaken with great care, and all documents transferred in this manner should first be photocopied.
- d. The archivist shall prepare a box-by-box list of files to be transferred. Series designations, folder titles, and order of files should match exactly the arrangement of the files in the packing boxes. One copy of a box list should be packed in front of the box to which it relates. A complete copy of the lists for all boxes

shall be transmitted to the host repository by hand or mailed separately from the boxes. A duplicate list should be kept at the SELA Headquarters office.

VII. Responsibility of the Archivist to Submit Activity Report

At the end of the biennium, the archivist shall submit a report to the Board outlining the current state of SELA records and including an inventory of records transferred to the archives since the previous report.

VIII. Responsibilities of the Host Repository

- a. The host repository shall verify file lists and box contents each time records are transferred to the Archives.
- b. The staff of the host repository will add files to the series designated by the SELA archivist and place in archival folders and boxes.
- c. The staff of the host repository will also add copies of publications, minutes, etc. sent by the archivist to complete certain files, if these are accompanied by specific instructions.
- d. On an annual basis, the staff of the host repository will provide the archivist with an updated inventory of the entire collection of SELA's records. Each successive annual update will incorporate files transferred during the previous year and added to various series in the order specified by the SELA archivist.