

How to Organize Records for the Southeastern Library Association Archives

Collected archival records can be set up in a subject file each biennium, eg. 2003-2004--Correspondence, 2003-2004--Fiscal, 2003-2004--Publicity, etc. including but not limited to the following categories and subcategories.

Category:

1. **Correspondence (In and Out)** -- arranged by officer, then by correspondent, thereafter by date.
Subcategories:
 - a. External
 - b. Internal

2. **Fiscal Records** -- arranged by type of record thereafter by date.
Types of records:
 - a. Contracts
 - d. Treasurer's reports

3. **Publicity and Publications** -- arranged alphabetically by type of material, then by organization (chapter, state, national, thereafter by date).
Types of materials:
 - a. Newsletters
 - b. Press releases
 - c. Special event flyers, brochures, announcements
 - d. Photographs and negatives (identified)
 - e. Scrapbooks

4. **Minutes (preceded by agenda in each case)** -- arranged by type of meeting (Chapter, Board), thereafter by date.

5. **Organizational Records** -- arranged alphabetically by type of record, thereafter by date. Care should be taken to up-date these materials as changes occur by adding new versions to the file.
Types of records:
 - a. Constitution and by-laws
 - b. Organizational charts identifying officers and chairpersons
 - c. Statements of goals, policies, procedures
 - d. Membership lists
 - e. Leadership directory
 - g. SELA listserv announcements

6. Task Force/Committee Records -- arranged alphabetically by name of Task Force/Committee, then by issue, event, or project.

Types of materials for each Issue/Event/Project:

- a. Plan of action, identifying purpose of action, desired objectives, division of labor in Committee/Task Force
- b. Correspondence (In and Out, Internal and External) connected with project/event/issue
- c. Working papers connected with execution of project/event/campaign
- d. Publicity materials of all types
- e. Evaluative reports on success of project/event/campaign
- f. Minutes of Committee/Task Force