

M67

AA 84-38

RMC

ARIZONA STATE LIBRARY ASSOCIATION

Ad Hoc Committee on Permanent Files

Annual Report 1968-1969

PURPOSE OF THE COMMITTEE

1. Locate and collect the files of the Association.
2. Outline a serviceable plan of arrangement for these files.
3. Evaluate the records for retention-disposal.
4. Determine a permanent location for storage of the files.
5. Arrange this material, ~~time permitting~~.

FINDINGS

The bulk of the files are located at the Department of Library and Archives. Through letters and a notice in the ASLA Newsletter, records scattered throughout the state were assembled. In many instances files had been passed on to incoming officers each year. At sometime in the past a subject arrangement of the material was attempted. Most of the material is not dated, and there is much duplication. After three working-sessions with the files, the Committee estimated that it would require the time of one person, for a period of three to four weeks, to chronologically arrange the material and compile an index to certain material that could not be easily located under a broad subject arrangement.

RECOMMENDATIONS

The following suggestions are presented for consideration: 1. Duplicate copies of conference proceedings and other papers now on hand be made available to libraries in Arizona. 2. That in the future each officer keep only one copy of correspondence, reports, etc., to pass on to the incoming officer. 3. That after two years back files be retired to the permanent file. 4. An outline of the arrangement of the files be included in the handbook so that each officer might have an idea of how the permanent files are arranged. 5. That all records be dated.

DECISIONS

On February 22, 1969, the Executive Board of ASLA accepted the following recommendations made by this Committee: (1) That the material be arranged chronologically, rather than by subject, with an index to certain material that could not be easily located under a broad subject arrangement, (2) that files be kept up to date, (3) that the offer by the Department of Library and Archives to house this material, be accepted, (4) that the budget proposed, with an allocation of \$200, approved.

Respectfully submitted,

*Helen V. Scott*

(Miss) Helen V. Scott, Chairman  
Mrs. Etta Mae Dawson  
Mrs. Iola Stroehlein  
Mrs. Marguerite B. Cooley

2/28/69

AA 84-33  
EML

PLAN FOR PERMANENT FILES  
ARIZONA STATE LIBRARY ASSOCIATION

1. AD HOC COMMITTEES
2. ARIZONA LIBRARIAN
3. ASLA NEWSLETTER
4. ASSOCIATION REPRESENTATIVES
  - ALA
  - ARIZONA COUNCIL FOR EDUCATION
  - SOUTHWESTERN LIBRARY ASSOCIATION
5. DIVISIONS
  - COLLEGE AND UNIVERSITIES
  - PUBLIC LIBRARIES
  - SCHOOL LIBRARIES
  - SPECIAL LIBRARIES
  - STUDENT LIBRARY ASSOCIATION OF ARIZONA
  - TRUSTEES
6. EXECUTIVE BOARD
  - ANNUAL (SUMMARY) REPORTS TO PRESIDENTS
  - ASLA POLICY HANDBOOK BY ORDER OF EXECUTIVE BOARD
  - MEMBERSHIP
  - MINUTES OF MEETINGS (MAY, SEPT, DEC, FEB.)
  - POLICIES
    - FISCAL (BUDGET, CONFERENCE, FINANCING, ETC.)
    - INTELLECTUAL FREEDOM
    - PRESIDENT'S CORRESPONDENCE
7. LIBRARY ADVISORY SERVICE COMMITTEE
8. MISCELLANEOUS
  - PUBLICITY
  - STATE LIBRARY AND ARCHIVES
  - WHITE HOUSE CONFERENCE
  - W.P.W. PROJECTS
9. SPECIAL COMMITTEES
  - AUDIT
  - AWARDS
  - NOMINATING
10. STANDING COMMITTEES
  - ARIZONA HIGHWAYS
  - CONSTITUTION AND BY-LAWS
  - CONVENTION ( INCLUDE ALL ARRANGEMENTS )
    - EXHIBITS
    - PROCEEDINGS
    - PROGRAMS
  - LEGISLATIVE AND FEDERAL RELATIONS
  - LIBRARY DEVELOPMENT
    - EXTENSION SERVICE
  - MEMBERSHIP
  - NATIONAL LIBRARY WEEK
  - RECRUITMENT AND SCHOLARSHIP
11. RESOLUTIONS

( THIS FILE IS FIRST IN ALPHABETICAL ORDER,  
THEN CHRONOLOGICAL UNDER HEADINGS. )