

GUIDELINES FOR TRANSFER OF OFFICIAL DOCUMENTS TO THE MLA ARCHIVES

Guidelines created by the Joint MLA-University of Maryland Committee on the MLA Archives and put into effect July 1, 2003; revised by the MLA Archives Policies Task Force in May 2012.

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PART I: Scope and General Guidelines

1. Scope of the MLA Archives

The Music Library Association Archives collects and maintains materials deemed to be of permanent worth based on their administrative, fiscal, legal, research or historical value for documenting the association's activities. Materials are generated from the fulfillment of official responsibilities in MLA or its chapters. The MLA Archives also holds the archives of the US Branch of IAML prior to the merger of the MLA and IAML-US.

These guidelines do not supersede more specific requirements that may exist pertaining to individual MLA positions.

2. Questions

Persons with questions about these policies may e-mail the Curator of Special Collections in Performing Arts at the University of Maryland via the website at www.lib.umd.edu/PAL/SCPA/scparefreqform.html

3. Definitions

- **Files.** Documents in any physical format (text, image, sound, etc.) related to carrying out the position's work.
- **Primary documents.** Documents created in the course of carrying out the position's work.
- **Secondary documents.** Documents not generated by the position, committee, etc., to whose work they pertain.

4. Who Should Transfer Files

Those in elected or appointed positions that include administrative responsibility for the work they undertake. Positions include:

- national officers
- committee, subcommittee and round table chairs/coordinators (see Part III)

- liaisons to other organizations
- editors of publications (whatever the medium), including serials, monographs and conference documents

The Administrative Officer will coordinate transfer of files residing at the Business Office. See Part IV.

5. When Files Should Be Transferred

Upon leaving a position, transfer files to the MLA Archives if they will not be needed by your successor to carry out the business of the position.

MLA Publications (two copies) should be sent to the MLA Archives by the publication's editor as soon they appear.

6. What to Send

Send files that, in your estimation, have or are likely to have historical value to the Music Library Association or to music librarianship generally. Send primary documents, including printouts of electronic files and essential secondary documents. The MLA Archives prefers to receive documentation in paper form. Until the University of Maryland becomes a trusted digital repository¹, the MLA Archives can accommodate electronic files if they are burned to a CD and submitted with a transmittal form. See Part V, Guidelines for Submitting Electronic Records, currently in force.

Examples of primary documents: letters of appointment; membership rosters or attendance records of the committee, etc.; statements of policy and official decisions relating to the position; calendars of activities; minutes of meetings; records of proposed and actual accomplishments; conference programs; budget requests; financial and audit reports; publicity; two "best copies" of MLA publications; official MLA artifacts, mailings and memos to members, ballots with bios and candidates' statements, texts of awards and citations.

Confidential files should be sent with suitable provisions for restricted access.

If you are uncertain whether to retain something for transfer to the MLA Archives or to discard it, retain it.

Questions regarding retention may be directed to the Curator of SCPA at the University of Maryland.

7. What Not to Send

Do not send in-force contracts, minor email exchanges, financial documents of only temporary value (e.g., cancelled checks), or multiple copies of documents.

8. How to Transfer Materials

Materials transferred to the MLA Archives should be accompanied by the official form, "Transfer of Documents to the MLA Archives" (available in PDF format on the MLA website). This serves as an inventory of what you are sending.

¹ See http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf

Label each folder or other container with the name of the position, committee, etc., and a subheading that includes the dates of the contents. (e.g., "Publications Committee – minutes – 1995-1997.")

For containers of analog or digital data, include technical specifications on the label of the container, CD, etc.

Pack containers securely for mailing or other conveyance and send them to the address on the Transfer form. Postage is paid by the sender, but reimbursement may be available from MLA in the absence of such support from the institution with which the sender is affiliated.

PART II: Guidelines for Chapters

MLA Chapters should send two copies of all their publications to the MLA Archives, even if the chapter has another repository for its archives.

PART III: Guidelines for Committee Chairs

These Guidelines for Committee Chairs are drawn from section X.F. of the MLA Committee Handbook.

The Chair sends committee files that are no longer required for current business to the MLA Archives. The Chair will archive correspondence of a substantive nature, while using discretion in determining exactly what is substantive. The MLA Archives prefers documentation in paper format.

The Chair should send paper copies of the following documents, collected in labeled folders, using the document transmittal form found on the MLA website, at <http://www.musiclibraryassoc.org/member.aspx?id=66>.

xxxx = previous year

yyyy = current year

zzzz = upcoming year

Reports (xxxx-yyyy)

Chair's Report to the Board (Spring xxxx)

Chair's Report to the Board (Fall xxxx)

Chair's Report to the Board (yyyy Conference)

xxxx Annual Reports (Parent Committee and Subcommittees)

yyyy Conference Summary Reports (Parent Committee and Subcommittees)

Task Force Reports (xxxx-yyyy)

Budget (xxxx-yyyy)

Budget Request (xxxx)

Request for Payment Forms and Receipts (photocopies)

yyyy Conference

Meeting Room and Equipment Requests

Agendas (Business, Open)

Minutes (xxxx Conference)

Roster (yyyy-zzzz)
 Calendar (yyyy-zzzz)
 Appointments (yyyy)
 Call for Subcommittee Applicants (yyyy)
 Recommendations to President (yyyy)
 Updated Portion of MLA Administrative Structure (yyyy)
 Thank You Letters to Retiring Members (yyyy)

PART IV: Guidelines for Administrative Officers and the Business Office

MLA Record Retention Schedule

AR = A-R Editions
 AO = Administrative Officer
 QB = QuickBooks

| Record Type | Location | Retention |
|---|--|----------------------------------|
| Accounting | | |
| Accounts payable ledgers and schedules | In QuickBooks; never printed; all data has been migrated with each new release; is backed up nightly | Do not send to archives |
| Invoices from vendors | = accounts payable, AO requests for payment, hard copy. 2 sets: AO files sent to AR annually; AR has those plus yellow copy of check issued | 7 years. Do not send to archives |
| Expense reports | Reimbursement requests for payment: from committees and officers | Do not send to archives |
| Accounts receivable ledgers and schedules | In QuickBooks; never printed; all data has been migrated with each new release. AR keeps for historical analysis. | Do not send to archives |
| Invoices to customers | = accounts receivable, e.g., ads, mailing list rental | 7 years. Do not send to archives |
| Audit reports of accountants | Hard copy generated by AO | Indefinitely |
| Financial statements (end-of-year) | =Audited statements | Indefinitely |
| Balance sheets | Annual: included in audit report | Indefinitely |
| Budgets | Hard copy generated by Admin Officer (AO) | Indefinitely |
| Cash receipts records: | Bank deposit records; Credit card transactions. QB is record | Do not send to archives |

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| Donations | | Retain records of who donated, but not amounts. Send this info to archives. |
| Anything anyone bought, by item # | | Do not send to archives |
| Charts of accounts | In QB | Capture annually and send to archives |
| Check register and cash books | | Do not send to archives |
| Depreciation schedules | Suby schedule is in PDF form; data is entered into QB as "fixed asset listing" | Do not send to archives |
| Expense analyses and distribution schedules | As profit and loss | Do not send to archives |
| General and private ledgers (end-of-year trial balances) | Comprehensive: capture annually | Indefinitely |
| Journals | Subsidiary accounts | Do not send to archives |
| Sales records | Records of renewals, conference registration, publications. Will come out in detail of income statement. | Do not send to archives |
| Membership renewal | | |
| Hardcopy: faxes, correspondence | | Do not send to archives |
| Electronic: in detail of income statement | | Do not send to archives |
| Membership list | | Indefinitely |
| Convention registration | | |
| Hardcopy: faxes, correspondence | | Do not send to archives |
| Electronic: in detail of income statement | | Do not send to archives |
| Registration list | | Indefinitely |
| MCB | | |
| Hardcopy: faxes, correspondence | | 7 years |
| Electronic: in detail of income statement | | Indefinitely |
| Subscriber list | | Indefinitely |
| Donations | | |
| Hardcopy: faxes, correspondence | | Do not send to archives |
| Electronic: in detail of income statement | | Indefinitely |
| Donor list | | Indefinitely |
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| Sales tax returns | Hard copy sent by A-R, in file. Capture sales tax filing in paper or PDF, as required after the event (conference) | Hold 7 years at A-R, but Do not send to archives |
| Subsidiary ledgers | In QB: depreciation schedule; Notes inventory | 7 years |
| Tax returns, work papers and revenue agents' reports | In paper | 7 years |
| Bank | | |
| Bank deposits | Bank sends a receipt | 4 years. Do not send to archives |
| Bank reconciliations | | 2 years. Do not send to archives |
| Bank statements | | 7 years. Do not send to archives |
| Canceled checks (daily payments) | Available at bank for some length of time (not in paper) | If needed for tax documentation, retain 7 years. Do not send to archives |
| Canceled checks (major payments) | Define by nature of item or dollar amount. | If needed for tax documentation retain 7 years. Do not send to archives |
| Duplicate deposit slips | MLA's copy of what is given to the bank | 2 years. Do not send to archives |
| Investments: Calvert, Fidelity Transaction reports | | 1 year. Do not send to archives |
| Monthly reports | | 3 Years. Do not send to archives |
| Annual statements | | Indefinitely |
| Documentation | | |
| Articles of incorporation | | Indefinitely; submit a copy to the archives. |
| Contracts and leases (expired) | Contracts with hotels, vendors (not publications) | Retain 3 years or period recommended by legal counsel. Do not send to archives |
| Contracts and leases (still in effect) | | Indefinitely |

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| Grants | | Indefinitely |
| Partnership agreements | | Indefinitely |
| Minutes of board of directors and annual meetings | | Indefinitely |
| Trademark registrations | | Indefinitely |
| Licenses and permits | | Indefinitely |
| Insurance | | |
| Accident reports and claims (completed) | | 7 years. Do not send to archives |
| Insurance policies (expired) | | 3 years or more. Do not send to archives |
| Insurance records, claims, open or unresolved | | Retain open or unresolved claims until closed or resolved. Retain closed/resolved claims for 7 years, but Do not send to archives. |
| Inventory | | |
| Inventories of products, materials and supplies | Annual: subsidiary ledgers | 7 years, Do not send to archives |
| Miscellaneous | | |
| Correspondence (general) | | Indefinitely |
| Correspondence on legal, tax and major matters | MLA board and officers | Indefinitely |

PART V: Guidelines for Submitting Electronic Records (Rev. 1/98, 7/2001)

Note: these guidelines are based on the currently in force document last revised in 2001. They will be revised in 2013.

Paper is the preferred format of records of the Music Library Association destined for the MLA Archives, but duplicate electronic documentation is also highly desired.

1. Documents created on computers with word processing software should be saved in their final form on paper and kept as one would normally file paper records.
2. The archival copy of record of MLABD-L shall be such paper copies as the President, at his or her discretion, shall make and incorporate into the Presidential files.

3. Other e-mail correspondence of a substantive nature should be saved on paper. Officers should use their discretion in determining what is substantive. Matters of policy, official business, discussions, problem-solving, and the like should be saved.
4. Financial reports should be saved on paper at intervals coinciding with reporting. The Administrative Officer shall submit spread sheets in both print (when feasible) and digital format at the end of his/her term.
5. Databases (survey information, for example, or address lists, etc.) should be printed in report format, if possible, but preserved also as electronic information in order to maintain the capability for searching in the future.
6. The Information Sharing Subcommittee, or its successor, shall be responsible for maintaining a digest of MLA-L as currently published in the MLA Newsletter. If publication of the digest is discontinued for any reason in the future, the subcommittee shall continue to be responsible for the compilation of the digest for periodic submission to the MLA Archives.
7. Information submitted to the MLA Archives on disk should be documented thoroughly as to the software name and issue used, the type of hardware (including name and model number), and the any special requirements for running the software on the hardware. Where possible, the software recommended for transacting MLA business should be used.