

SDLA Archives Policy

PURPOSE:

The purpose of the South Dakota Library Association (SDLA) archives is to retain and preserve the administrative and historical records of SDLA.

DEPOSITORY:

The Archives and Special Collections, University Libraries at the University of South Dakota is the official depository of the SDLA Archives and archival records.

Archives and Special Collections will:

1. Serve as custodian of the permanent historical and archival records of the Association.
2. Keep a complete file of print documents as noted in the Archives Policy.
3. Arrange materials chronologically in durable containers appropriately labeled so that information can be located when desired.
4. Maintain the integrity of the archival records, circulate reproductions of documents upon request (do not circulate the original documents).
5. Present written reports at Executive Board meetings when requested to do so by the President.
6. Update the finding aid (index) as materials are added.

COLLECTING RESPONSIBILITY:

The SDLA Executive Secretary/Treasurer and the Book Mark Editor/Webmaster are responsible for submitting material bi-yearly to the SDLA Archives at USD. SDLA Executive officers and committee officers should submit materials to the Executive Secretary/Treasurer and the Book Mark Editor/Webmaster for the SDLA Archives.

MATERIALS:

The following items shall be deposited in the SDLA archives for permanent retention:

- SDLA general meeting minutes
- Executive Board minutes and reports
- Bylaws and Procedures Manuals
- Official SDLA Publications including but not limited to: Book Marks, conference and/or convention programs, membership directory.

Other materials deposited in the SDLA Archives may include but are not limited to: correspondence, Presidential correspondence and reports, Advisory Board minutes and reports, financial records, financial reports, treasury reports, secretary reports, committee files and reports, reports and exhibits, officer materials, project information and files, newsletters, grant planning proposals and related materials, educational activities, fundraising materials, photographic and audio visual materials (with

people and events identified), materials or publication created by or in conjunction with SDLA, all materials relevant to the history and administration of the association.

Originating Offices for SDLA Materials

Materials in the SDLA Archives may include, but are not limited to the following documents. For each document, the originating office of the official copy is indicated in (parentheses).

- Executive Board Minutes and Reports (Executive Secretary/Treasurer)
- Committee files and reports (Committee Chair)
- Conference and/or convention programs, reports and exhibits (Book Mark Editor/Webmaster)
- Constitution and Constitutional Revisions (Committee Chair)
- Correspondence (Executive Secretary/Treasurer; Executive Board Officers)
- Educational activities (Committees; Membership)
- Executive Board Minutes and Reports (Executive Secretary/Treasurer)
- Financial Reports, Treasurer Reports (Executive Secretary/Treasurer)
- Fundraising materials (Committees; Membership)
- Grant planning, Proposals and related materials (Membership)
- Handbooks (Executive Secretary/Treasurer)
- History (Membership; Executive Board)
- Membership lists and directories (Executive Secretary/Treasurer)
- Officer materials (Officers)
- News clippings (Executive Secretary/Treasurer; Membership)
- Presidential Correspondence and Reports (Executive Officers)
- Project information and files (Committee Chairs; Membership)
- Publications created in coordination with SDLA (Executive Secretary/Treasurer)
- Publications, Newsletters (Book Mark Editor/Webmaster)
- SDLA Minutes (Executive Secretary/Treasurer)
- Secretary Reports (Executive Secretary/Treasurer)

Additional guidelines on materials for deposit:

Association members who wish to donate materials to the SDLA archives should contact the Executive Secretary/Treasurer.

Donations from Executive Officers:

All documents will be held by Executive officers until they are no longer used, and therefore are rendered inactive. The Executive Officer should remove copies of all official SDLA publications before transferring documents the Executive Secretary/Treasurer to the Archives.

Donations from Committee Officers:

All documents will be held by Committee Officers until they are no longer used and therefore rendered inactive. The Committee Officers should send a single packet of materials representative of the actions of each committee to the Archives. Duplicate materials should be removed.

Documents for Retention:

Records are categorized within the following main Series:

- **Correspondence:** Will consist of all correspondence to and from the organization.
- **Administration:** Will consist of materials pertaining to the administration of the organization, including materials from the Annual Conference and records generated by SDLA Officers and the Executive Board. This Series will contain the meeting minutes, financial information and reports, policies and by-laws, documents of association, strategic planning and other documents of administrative significance.
- **Photographs:** Will consist of photographs documenting SDLA events and members.
- **Printed Materials:** Will contain the publications of SDLA, including *Bookmarks* and membership lists.
- **Subject Files:** Will include Committee and Section reports, correspondence and materials organized in topical files.
- **Typescripts:** Will include typescripts of materials, which may or may not have been published but are present in the collection in draft form.
- **Ephemera:** Will include any non-documentary material that contributes to a historical understanding of the organization of SDLA.
- **Audio-visual:** Will include any video or audio materials.

Disposition

Documents in a series will be reviewed when accretions are added to a series, to eliminate duplicates and evaluate the scope of the collections. Materials held will be preserved indefinitely, until the processor working on the collection or Executive Board requests that records be considered for destruction.

Documents considered for destruction will be evaluated by the Archives and Special Collections and a recommendation will be given to the SDLA Executive Board.

(July 2017)

(September 2017)