

Retention Schedule for SGA Archives
Revised 2019

- I. Board (arranged by year and by type of record) Series I, II, III; President, Secretary, Administrative Assistant
Permanent: Agendas for quarterly and annual meetings, accepted minutes for quarterly and annual meetings, quarterly and annual committee reports, membership lists from Administrative Assistant.

- II. Bylaws and Charter
Permanent: deposited

- III. Correspondence (arranged by year and by type)
Permanent: legal correspondence or other very significant matters, motions passed via email.
2 Years: general correspondence, correspondence with vendors, clients.

- IV. Financial (organized by year and by type)
Permanent: Audit reports, records of gifts, tax returns, year-end financial statements.

5 Years: A/P ledgers, bank reconciliations and statements, canceled checks, deposit slips, expense analyses, internal audits, inventories of products or materials, invoices to customers/from vendors.

- V. Listserv
Permanent: already have online archive of email messages.

- VI. Photographs (arranged by event and by date)
Permanent: paper—2-3 copies of identical photos; **digital—archive in Georgia Tech’s dark archive.**

- VII. Provenance
Permanent: 2-3 copies each issue, copyright records, minutes of editorial board meetings; **digital versions stored in Georgia Tech’s dark archive.**
2 Years: unaccepted manuscripts, subscription records by year, correspondence with authors.

- VIII. SGA Newsletter
Permanent: **Digital—archive in Georgia Tech’s dark archive.**

IX. Standing Committees

Annual Meeting Committee (Local and Program Committees)

Permanent: 2 program packets for each meeting; agendas and meeting minutes.

Education Committee

Permanent: 2 program packets for each program; program descriptions, agendas, and meeting minutes.

Georgia Archives Month Committee

Permanent: 2 posters and flyers, Governor's proclamation, annual report to SGA Board; meeting minutes and agendas.

Membership Committee

Permanent: copy of brochure (if printed that year); sample welcome letter (1 copy); meeting minutes and agenda; SGA mechanical pencil; PDF of the membership directory from Wild Apricot.

Nominating Committee

2 Years: Candidate files each year.

Permanent: Nominated Board members, SGA Fellows list and profiles.

Outreach Committee

Permanent: 2 program packets for each program; agendas and meeting minutes.

Press releases, letters, and other items pertaining to advocacy efforts.

Scholarship Committee

Permanent: Recipient files each year.

2 Years: Applications.

X. Special Projects, Subcommittees, or Task Forces

Permanent: Proposals to Board and/or members, meeting agendas and minutes

2 Years: Correspondence.

XI. Website

Permanent: For further discussion.