

Retention Schedule for SGA Archives

Revised 2011

I. Board (arranged by year and by type of record)

Permanent: Agendas for quarterly and annual meetings, accepted minutes for quarterly and annual meetings, quarterly and annual committee reports, membership list from Administrative Assistant's database

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, canceled checks for important purchases, records of gifts, tax returns, year-end financial statements

2 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, withholding tax statements.

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; 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 public membership directory from Wild Apricot

Nominating Committee

2 Years: Candidate files each year

Permanent: Nominated Board members

Outreach Committee

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

Scholarship Committee

Permanent: Recipient files each year

2Years: 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