

LAUC-I Ad Hoc Committee on LAUC-I Archives

Retention of Records for LAUC-I Archives

## **LAUC-I Responsibilities for Retention of Archival Records**

### LAUC-I Officers

All LAUC-I officers below should send materials to the LAUC-I archives in accordance with the retention schedule. Keep 3 years plus current year of paper files. At the end of the term, weed files and retain or discard according to the LAUC-I Retention Schedule. Give 3 years of files to the incoming officer.

### Chair

LAUC-I annual reports  
LAUC-I Committee reports  
Charges for Committee or Ad Hocs  
Bylaws  
Election slates and final results  
Correspondence (significant) sent by officers or committee chair (including email)  
Manuals and guidelines (for chair)  
LAUC Assembly and Executive Board minutes and agendas  
LAUC major committee reports

### Secretary

Agendas  
Annual financial reports  
Manuals and guidelines  
Minutes of Executive Board, General Membership meetings  
Resolutions  
Rosters

### Committee Chairs

LAUC-I Committee reports (work of specific group)  
Manuals and guidelines (for committee)  
Minutes of Committee meetings (if available)

### Other

Research proposals funded (Chair of the Professional Development Committee or LAUC-I representative to the Committee on Research and Professional Development)

## LAUC-I Annual Retention and Disposal Calendar

<b>August</b>	LAUC-I Chair and Committee Chairs weed files in accordance with the "Retention of Records for LAUC-I Archives" and prepare to give the incoming Chair the current files plus 2 years.
<b>September</b>	LAUC-I Chair and Committee Chairs give the incoming chairs the files for their term of office plus 2 years. At the same time they send the files for the 3rd year in their possession to the person responsible for maintaining the LAUC-I Archives.
<b>October-December</b>	Librarian in charge of on-going maintenance of the LAUC-I Archives integrates the records received from the outgoing LAUC-I chair and Committee Chairs into the LAUC-I files