

Vermont Library Association Archives

The Vermont Library Association archival records are kept at the Vermont Historical Society (VHS) in Barre, Vermont. A portion of the archives have been organized and given the collection number Doc 198-200 & 222; the remainder of the records is unorganized and stored in the VHS's vault.

The following retention schedule has been adapted from one developed by the Oregon Library Association (<http://web.memberclicks.com/mc/page.do?sitePageId=60985&orgId=ola>).

Permanent records should be transferred to the Vermont Historical Society on a regular basis; records that are kept for two to seven years can be passed to successor office holders and then discarded or delivered to the VHS with a destruction date clearly indicated; non-permanent records should be destroyed in a timely manner.

Permanent records that were created electronically should be printed out for long-term preservation whenever possible. Video presentations should be copied to archival CDs or DVDs.

Accounting Records

This series documents the financial transactions of the Association, including income and expenditures.

Retention: 7 years.

Awards Records

This series documents the process of selecting Association members or others to receive awards.

Retention: Permanent for eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases; **2 years** for all other records.

Budgets and Financial Reports

This series documents the development of the Association's annual budget and actual income and expenditures.

Retention: Permanent for final budgets, annual financial reports, and audited financial reports; **7 years** for all other records.

Bylaws

This series documents the organization, governing, and decision-making procedure for the Association.

Retention: Permanent.

Committee Records

This series documents the activities of standing and ad hoc committees, task forces, and councils made up of Association members.

Retention: Permanent for agendas, minutes, reports, and correspondence; **2 years** for all other records.

Conference and Special Program Records

This series documents the Association's annual conference and other informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the Association and the communities it serves.

Retention: Permanent for reports, promotional and publicity materials, press releases, photographs, and schedules of speakers and activities; **2 years** for all other records.

Contracts and Agreements Records

This series documents the negotiation, execution, completion, and termination of legal agreements between the Association and other parties. Series may include contracts or agreements made for personal services or leases.

Retention: Permanent.

Correspondence, Ephemeral

This series documents communications received or sent (either in paper or electronic form) that are of a preliminary or informational nature and do not contain substantive information about the programs, fiscal status, or operations of the Association.

Retention: Not retained.

Correspondence, Executive

This series documents significant events and the development of administrative structure, policies, and procedures of the Association. It may also record the historical development of the organization. Correspondence may be within the Association, with Association members, or with other organizations, agencies, and individuals.

Retention: Permanent.

Correspondence, General

This series documents communications received or sent (either in paper or electronic form) which do not contain substantive information about the Association's programs.

Retention: 2 years.

Division and Round Table Records

This series documents the activities of the Association's divisions and round tables.

Retention: Permanent for agendas, minutes, and reports; **2 years** for all other records.

Election Records

This series documents elections held by the Association.

Retention: 2 years.

Films, Videotapes, and Sound Recordings

This series provides substantive visual and/or aural documentation of Association activities and programs including annual conferences, workshops, and special events.

Retention: Permanent.

Grant Proposals (Funded) Records

This series documents grant proposals developed and prepared by the Association that were funded.

Retention: Permanent.

Grant Proposals (Unfunded)

This series documents grant proposals developed by the Association which have not been funded.

Retention: 2 years after submission.

Legislative Relations Records

This series documents the Association's positions on impacting legislative actions.

Retention: Permanent.

Meeting Minutes

This series documents the decisions made and actions taken by the Association and its constituent committees, task forces, divisions and round tables.

Retention: Permanent.

Membership Records

This series documents the membership of the Association.

Retention: Permanent for membership lists and directories; **2 years** for all other records.

Policies, Procedures and Planning Records

This series provides a record of the Association's policies and procedures. Types of publications may include mission and policy statements; planning documents outlining responsibilities and goals; and job descriptions.

Retention: Permanent.

Publications Records

This series includes publications produced by the Association. They may be used to document the activities of the Association for educational purposes and/or for informational purposes. Types of publications may include web pages; newsletters (in electronic or paper form); directories; brochures; pamphlets; programs; flyers. Electronic publications should be printed out as hard copy. Web pages should be printed out on an occasional basis to provide a “snapshot” of the Association’s web site.

Retention: Permanent for final publications; **2 years** for all other records.

Reports

This series documents the programs and activities of the Association through annual or intermittent activity reports.

Retention: Permanent.

Statements and Endorsements

This series documents statements and endorsements made by the Association pertaining to issues affecting libraries or librarianship in Vermont.

Retention: Permanent.

Tax Records

This series documents the tax status of the Association.

Retention: Permanent for exemption documents; **7 years** for all other records.

Paul A. Carnahan, VHS Librarian and VLA Archivist

17 February 2012

with gratitude to the Oregon Library Association Archives Task Force