

ARCHIVES POLICY & PROCEDURES

The Archives of the Canadian Association of Law Libraries/Association Canadienne des bibliothèques de droit will be the permanent repository of non-active records of the association. The purpose of the Archives is to retain permanently records of enduring historical value to the association and researchers of its history.

The Archives will be housed at the Archives & Special Collections Department of the University of Manitoba Libraries, subject to the terms of a Letter of Agreement between CALL/ACBD and the Archives & Special Collections Department of the University of Manitoba Libraries.

Many records will, by their very definition be “records of enduring historical value”, e.g., minutes of executive board meetings and annual general meetings; financial statements, etc. Others will be categorized as such not by their definition but by their content. The determination as to what records are of “enduring historical value” will be a decision of the Archivist.

The Archivist will be by appointment of the President to a two-year term coincident with that of the President. The executive board liaison to the Archivist will be the Past President. The Archives Committee will be comprised of the Archivist (Chair), the National Officer, as *ex officio* members, and one member from the general membership of CALL/ACBD selected by the Chair. There will be no formal requirement mandating regular meetings of the Archives Committee. The role of the committee will primarily be to offer advice to the Archivist (Chair) and to occasionally review the policy and procedures when advisable to do so.

Records Retention Procedure:

Records will be categorized by the originating body/officer of the record for the term in which they were created. E.g.s, Executive Board – President – 2001-03 – Eaton OR Committees – Preservation Needs of Law Libraries – 1987-89.

At the transition of membership of committees, special interest groups, and the executive board, members shall take specific action with the records in their possession as per the attached **Disposition of Records Schedule**.

The procedure relevant to most Executive Board members, committee and S.I.G. chairs can be described quite simply: Upon beginning one's tenure as an office holder, one inherits the records of their predecessor; upon leaving office, the incumbent passes his/her records to their replacement while the records they received from their predecessor when they began office are sent to the Archives. This is the formula followed throughout much of the disposition of records schedule.

When feasible, the Archivist (or other member of the Archives Committee, e.g., the National Officer) shall be invited to the Pre-conference Executive Meeting at which members of the incoming board are present (as guests) and at which the outgoing board is conducting its final meeting. At this meeting the Archivist will explain the Disposition of Records Schedule to both groups and be present to answer specific questions related to it.

DISPOSITION of RECORDS SCHEDULE

RECORD	DISPOSITION
<i>PAST - PRESIDENT</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
<i>PRESIDENT</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
<i>VICE-PRESIDENT</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
<i>SECRETARY</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
Agendas/minutes of AGMs and Executive Board meetings conducted during term	Copy 1: ⇒ SUCCESSOR Copy 2: ⇒ NATIONAL OFFICE
<i>TREASURER</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
Financial documents: i.e., balance sheets, income statements, quarterly reports, auditors' reports	Copy 1: ⇒ SUCCESSOR Copy 2: ⇒ NATIONAL OFFICE

RECORD	DISPOSITION
<i>TREASURER/cont'd</i>	
Financial documents: i.e., receipts, cheque registers, materials for audit purposes	⇒ NATIONAL OFFICE
<i>MEMBER-at-LARGE</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
<i>COMMITTEE CHAIRS</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING committee/board functions	⇒ SUCCESSOR
Documents related to COMPLETED committee/board functions	⇒ ARCHIVES
Minutes of committee meetings	⇒ SUCCESSOR
Committee reports	⇒ SUCCESSOR
<i>COMMITTEE MEMBERS</i>	
Documents of interest related to committee's function	⇒ ARCHIVES
<i>SPECIAL INTEREST GROUP CHAIRS</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING S.I.G. functions	⇒ SUCCESSOR
Documents related to COMPLETED S.I.G. functions	⇒ ARCHIVES
Minutes of S.I.G. meetings	⇒ SUCCESSOR
S.I.G. reports	⇒ SUCCESSOR
<i>SPECIAL INTEREST GROUP MEMBERS</i>	
Documents of interest related to S.I.G.'s function	⇒ ARCHIVES
<i>EDITOR, CANADIAN LAW LIBRARIES</i>	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING CLL functions	⇒ SUCCESSOR
Documents related to COMPLETED CLL functions	⇒ ARCHIVES

RECORD	DISPOSITION
EDITOR, CANADIAN LAW LIBRARIES/cont'd	
Minutes of CLL Editorial Board meetings	⇒ SUCCESSOR
EDITOR, CALL/ACBD INFOPAGES	
Records inherited from predecessor	⇒ ARCHIVES
Correspondence NOT important to continued function of office	⇒ ARCHIVES
Correspondence IMPORTANT to continued function of office	⇒ SUCCESSOR
Documents related to CONTINUING Infopages functions	⇒ SUCCESSOR
Documents related to COMPLETED Infopages functions	⇒ ARCHIVES
CONFERENCE PLANNING CHAIRS	
Records inherited from predecessor	⇒ ARCHIVES
Minutes of C.P.C. meetings	⇒ SUCCESSOR
Reports of C.P.C. to Executive Board	⇒ SUCCESSOR
Reports of C.P.C. subcommittees	⇒ SUCCESSOR
<u>Financial documents</u> : i.e., receipts, cheque registers, materials for audit purposes	⇒ NATIONAL OFFICE
One copy each of the final conference programme and list of delegates in attendance (if produced)	⇒ ARCHIVES
NATIONAL OFFICE	
<u>Financial documents received from Treasurer</u> : i.e., receipts, cheque registers, materials for audit purposes	<i>Ten years after the termination of the particular Executive Board:</i> ⇒ DISPOSAL
<u>Financial documents received from C.P.C.</u> : i.e., receipts, cheque registers, materials for audit purposes	<i>Ten years after the termination of the particular Executive Board:</i> ⇒ DISPOSAL
Membership reports	⇒ ARCHIVES (annually)
Individual issues of <i>Canadian Law Libraries</i>	⇒ ARCHIVES (upon publication)
Occasional Papers; Position Statements; miscellaneous official publications	⇒ ARCHIVES (upon publication)
Contract with CALL/ACBD	Copy 1: ⇒ NATIONAL OFFICE Copy 2: ⇒ ARCHIVES
CALL/ACBD MEMBERS	
Documents of interest related to CALL/ACBD	⇒ ARCHIVES