

# **RECORDS RETENTION POLICY FOR THE MIDWEST ARCHIVES CONFERENCE**

Adopted by MAC Council: April 6, 2017

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## Introduction

In 2002, the Midwest Archives Conference (MAC) designated the University of Wisconsin - Milwaukee (UWM) as its official archival home and named the head of its Archives Department as the MAC Archivist. The agreement between MAC and UWM includes the provision that UWM and MAC will “establish and maintain and further develop the records management program guidelines whereby in-house office records are periodically transferred to the MAC Records.”

MAC’s archives dating from the organization’s founding in 1972 are described in an online finding aid<sup>1</sup> and open to researchers in the UWM Archives’ reading room.

MAC’s RRP provides a framework for ensuring the preservation and accessibility of core documentation of the work of the organization. It communicates to MAC leaders and members how records of enduring value will be collected and maintained by the UWM Archives.

## General Policy Statement for Records Retention

### *Scope:*

The primary purpose of the RRP is to identify official MAC records of permanent value and provide direction for their retention and disposition. The focus is on permanent retention of minutes, reports, strategic plans, publications, and other high-level documentation. It also identifies non-permanent records that can be kept as long as administratively useful or legally necessary and then destroyed.

The RRP applies to records in all formats, print or electronic. In most cases, it does not indicate a preferred format, although it assumes that official copies of records created electronically will be maintained in that format.

The RRP applies to active or semi-active records in the hands of MAC leaders or housed elsewhere, as well as historical records in the MAC Archives.

### *Retention Period:*

In most cases, the RRP deliberately avoids suggesting specific retention periods for temporary records, as MAC records creators are in the best position to determine how long to keep materials before discarding them. For records scheduled for permanent retention, MAC leaders should work out the best arrangements in collaboration with the MAC Archivist.

### *Revisions, Additions, and Review:*

Council has ongoing authority to review and approve retention and disposition schedules for

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<sup>1</sup> <http://digital.library.wisc.edu/1711.dl/wiarchives.uw-mil-uwmms0194>

MAC records. Changes to this RRP--discussed by the appropriate MAC leaders and the MAC Archivist--may be recommended to and approved by Council at any time. If ten years have passed from the most recent RRP revision date, or if a determination is made that the general policy statement contained in this RRP requires revision, Council will initiate a review of the RRP to be undertaken, at minimum, by the MAC Archivist, the Secretary, and select members of Council.

## Committees Series

Series includes records created or maintained by standing and special committees, including task forces, working groups, etc. Standing committees currently include the Annual Meeting Local Arrangements and Program Committees, the Archival Issues Editorial Board, the various awards committees, the Education Committee, the Membership Committee, the Newsletter Editorial Board, the Nominations Committee, and the Symposium Planning Committee.

SEE ALSO: [Council and Executive Committee Series](#); [Meetings Series](#)

<b>General Committees Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Committee Appointments</i>	Records created or maintained by the President in making committee appointments.	TEMPORARY	Retain as long as administratively necessary
<i>Correspondence</i>	Communications among group members concerning group business.	TEMPORARY	Retain as long as important to the work of the group, then destroy. Information of permanent value should be documented in committee reports to Council.
<i>Reports</i>	Committee reports to Council on routine business or special projects.	PERMANENT-Archives	Secretary compiles as part of Council meeting agendas and forwards periodically to Archives.
<i>Working documents</i>	Working files and planning documents. Information of long-term historical value should be documented in reports, which are scheduled for	TEMPORARY	Retain as long as files are important to the work of the group, then destroy.

	permanent retention.		
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### Awards Committees Subseries

<i>Administrative files</i>	Files created and used by the Awards Committees in its annual administration and execution of the awards competition. Includes procedures, selection files, promotion materials, templates used by the committee, and files relating to certificates.	TEMPORARY	Retain as long as important to the work of the group, then destroy.
<i>Nomination material</i>	Material submitted by nominators for the various awards. These should be treated as CONFIDENTIAL.	TEMPORARY	Retain as confidential documents while committee is deliberating and destroy once recipient(s) has been selected.

### Nominations Committee Subseries

<i>Administrative files</i>	Files created and used by the Nominations Committees in developing the slate of candidates. Includes procedures, selection files, templates used by the committee. Identities of individuals considered for nomination should be treated as CONFIDENTIAL.	TEMPORARY	Retain as long as important to the work of the group, then destroy.
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## Council & Executive Committee Series

Series includes records created or maintained by Council and the Executive Committee. This schedule covers records specific to those positions and not elsewhere scheduled.

SEE ALSO: [Committee Series](#); [Finance Series](#); [Meetings Series](#); [Member Services Series](#); [Publications and Communications Series](#)

<b>Council and Executive Committee Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Agreements &amp; Contracts</i>	Includes all supporting documentation and related correspondence. AMC maintains contracts related to annual meetings and symposia; Secretary maintains other contracts.	TEMPORARY	End of contract + 7 years
<i>Annual Business Meeting agendas and minutes</i>	Agenda includes the attachments, reports, etc. for review and discussion at meeting; minutes are the official record of what occurred at the meeting	PERMANENT-Archives	Secretary maintains and periodically transfers to Archives
<i>Articles of Incorporation</i>	Records of the establishment of the organization.	PERMANENT-Archives	Secretary transfers to Archives.
<i>Council and Executive Committee agendas and meeting minutes</i>	Agendas include the attachments, reports, etc. for review and discussion at meetings; minutes are the official record of what occurred at the meeting.	PERMANENT-Archives	Secretary maintains and periodically transfers to Archives.
<i>Constitution &amp; By-laws</i>	Governing documents of the organization.	PERMANENT-Archives	Secretary maintains and transfers amended or revised versions to Archives.
<i>Leadership Manuals/Planning Guides</i>	Records describing common duties and procedures of appointed and elected MAC officials.	TEMPORARY	Secretary maintains until superseded.
<i>Membership Questionnaires &amp; Surveys</i>	Surveys and questionnaires sent to membership for collecting	TEMPORARY	Retain as long as administratively necessary.

	non-policy-setting data.		
<i>Planning documents</i>	Periodically updated documents charting future directions for the organization or requesting member input, such as strategic plans and advocacy agendas.	PERMANENT-Archives	Secretary maintains and transfers to Archives.
<i>Working files</i>	Files of officers, Council members, chairs of standing and special committees, and other appointed positions. Records generally focus on operational matters. Information of long-term historical value should be documented in official reports, which are scheduled for permanent retention.	TEMPORARY	Retain as long as administratively necessary, then destroy.

## Finance Series

Series includes records documenting financial activities of MAC.

SEE ALSO: [Council and Executive Committee Series](#)

<b>Finance Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Accounts payable (expenditures)</i>	Supporting documentation relating to the purchases of goods or services. These records may include, but are not limited to, vouchers, invoices, expense reports and purchase orders.	TEMPORARY	Retain by Treasurer for 7 years for audit purposes, then destroy.
<i>Accounts receivable (receipts)</i>	Supporting documentation related to the receipt of funds, which may include but are not limited to, deposit forms, remittance forms and any documentation that supports charges/bills	TEMPORARY	Retain by Treasurer for 7 years for audit purposes, then destroy.
<i>Annual financial report</i>	End of fiscal year financials prepared for the Council. Included as part of the Treasurer's report for each meeting of the Council.	PERMANENT-Archives	Secretary compiles with other reports to Council and transfers to Archives.
<i>Budget, final</i>	Prepared for the consideration of and approved by the Council at its Spring meeting. Included as part of the agenda documents for the Spring Council meeting.	PERMANENT-Archives	Secretary compiles with other reports to Council and transfers to Archives.
<i>Budget, working documents and notes</i>	Files assembled by the Treasurer as part of his/her annual work on the budget.	TEMPORARY	Retain by Treasurer as long as administratively necessary, then destroy.
<i>Cash books</i>	Daily bank reconciliations.	TEMPORARY	Retain by Treasurer as long as administratively necessary, then destroy.
<i>Chart of accounts / general ledger</i>	Coding system for administration of income and expenses.	TEMPORARY	Retain by Treasurer as long as administratively necessary, then destroy.
<i>Financial statements (end of year)</i>	End of year statements received from financial institutions that store and/or manage MAC's funds.	PERMANENT-Archives	Retain by Treasurer who periodically transfers to Archives
<i>Insurance records</i>	Includes policies as well as accident reports and claims	TEMPORARY	Retain current records by the Treasurer until

			superseded or expired, then destroy after 3 years.
<i>Tax returns</i>	Returns filed for federal, state, and local governments; publicly available as a 990.	TEMPORARY	Retain by Treasurer for 7 years for audit purposes, then destroy.

## Meetings Series

Series includes records created or maintained in conjunction with the Annual Meeting and Symposia. Generally, records relate to planning, publicity, and sessions. Records of the Annual Meeting Local Arrangements Committee and Program Committee and Symposium Chairs should be managed according to the schedule for Committees. Financial records should be managed according to the Finance Series. Legal contracts should be managed according to the schedule for Council and Executive Committee.

SEE ALSO: [Committees Series](#); [Council & Executive Committee Series](#); [Finance Series](#)

<b>Meetings Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Agreements &amp; Contracts</i>	Includes all supporting documentation and related correspondence. AMC maintains contracts related to annual meetings and symposia; Secretary maintains other contracts.	TEMPORARY	End of contract + 7 years
<i>Art work, Meeting specific</i>	Artwork created for a specific annual meeting, symposium, or other program, such as the artwork created for the 2013 Fall Symposium in Green Bay, Wis.	TEMPORARY	Retain as long as administratively necessary, then destroy.
<i>Annual meeting program</i>	Annual meeting program published prior to the meeting including workshops, tours, and sessions information. Program has been published as pdf-only since 2011.	PERMANENT-Archives	Program Committee co-chairs transfer to Archives
<i>Annual meeting program, other (schedule at a glance, onsite, etc.)</i>	Other programs prepared for onsite use. Typically these include room assignments and rely on third-party software (e.g., Sched)	TEMPORARY	Retain as long as administratively necessary, then destroy.
<i>Audiovisual information</i>	Logistics of AV setup, essentially the working file for meeting coordination.	TEMPORARY	Retain as long as administratively necessary, then destroy.
<i>Continuing</i>	Academy of Certified	TEMPORARY	Retain as long as

<i>Education Credit Applications &amp; Equivalencies</i>	Archivists, etc.		administratively necessary, then destroy.
<i>Development</i>	Records relating to fundraising for Annual Meetings, including lead files, correspondence with sponsors, pledges, etc.	TEMPORARY	Retain as long as administratively necessary, summarizing in reports for Council, then destroy.
<i>Feedback and survey results</i>	Member feedback on sessions and the annual meeting generally.	TEMPORARY	Retain as long as administratively necessary, summarizing in reports for Council, then destroy.
<i>Hotel and meeting room assignments and other logistics documents</i>	Databases, spreadsheets, and documents used in allocating hotel space and otherwise managing the annual meeting.	TEMPORARY	Retain as long as administratively necessary, then destroy.
<i>Presentation files</i>	Slides and handouts from speakers' presentations.	TEMPORARY	Since 2013, MAC has posted this content in the Forums section of its website.
<i>Promotional materials and collateral</i>	Bags, pens, promotional mailers, and other tchotchkes handed out at the annual meeting.	TEMPORARY	Retain as long as administratively necessary, then destroy.

## Member Services Series

Series includes records relating to the administration of member services, including membership renewals and elections, and services covered in other schedules.

SEE ALSO: [Council and Executive Committee Series](#); [Finance Series](#)

<b>Member Services Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Election records, ballots (templates)</i>	Web forms created by AMC by which members cast their votes. Templates are updated annually.	TEMPORARY	Retain by AMC as long as administratively necessary, then destroy
<i>Election records, informational materials about candidates</i>	Includes candidates' biographical information, statements, and photographs. Solicited and compiled by the Nominating Committee, and posted online by the Webmaster.	TEMPORARY	Retain as long as administratively necessary, then destroy
<i>Election records, votes</i>	Votes cast by members during the annual election. Currently maintained in MemberClicks and output for counting by Election Tellers. Series is CONFIDENTIAL.	TEMPORARY	Retain by AMC for three months following close of the election, then destroy.
<i>Membership Applications/ Renewals</i>	Web forms created by AMC for initiating or renewing MAC membership.	TEMPORARY	Retain as long as administratively necessary, then destroy.
<i>Membership Records</i>	Official membership records of MAC. Entries include name, contact information, institutional affiliation, past and present roles in MAC, membership type, etc. Currently maintained in MemberClicks, although some legacy records exist	PERMANENT-A MC	Retain by AMC

	in paper form only. Series is CONFIDENTIAL.		
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## Publications & Communications Series

Series covers the publications and informal communications of MAC, including MAC's journal, newsletter, periodic news releases, and social media postings. The series also covers the administrative and production files of the editors of the major publications.

SEE ALSO: [Committees Series](#)

<b>Publications and Communications Series</b>			
<b>Type of Record</b>	<b>Description</b>	<b>Retention</b>	<b>Disposition</b>
<i>Archival Issues, assignment of rights</i>	Agreement by which an author transfers his/her rights to a work accepted for publication by MAC	PERMANENT-Archives	Editor transfers to Archives
<i>Archival Issues, copy-editing files</i>	Versions of reviews, articles, and other writings used by publications editors during the copy-editing and publishing process.	TEMPORARY	End of review process plus 6 months, then destroy
<i>Archival Issues, journal</i>	MAC's journal published in both print and pdf. Print copy is maintained as the copy of record by the MAC Archives. The most recent volume is available as a pdf on the MAC Website for members and subscribers only. Freely available back issues are posted to MINDS@UW, the UW System institutional repository.	PERMANENT (PRINT)-Archives	Send two copies to Archives during print distribution.  Webmaster posts pdf copies of embargoed issues to the members-only section of the Website.  MAC's service provider for journal design and layout sends pdf copies to Archives for addition to MINDS@UW (embargo extends to one full volume)
<i>Archival Issues, manuscript submissions and evaluations</i>	Original manuscripts submitted for publication and evaluations of the manuscripts, including editor's summaries of evaluations sent to authors. Series is CONFIDENTIAL.	TEMPORARY	If manuscript is rejected, retain in editor's files through the end of the review process, then destroy.  If manuscript is accepted, retain in editor's files

			through publication plus 5 years, then destroy.
<i>Archival Issues, working files relating to publications</i>	Correspondence and other documents relating to the MAC publications.	TEMPORARY	Retain through the end of the editorial board chair's term(s) or as long as administratively necessary, then transfer to successor or destroy.
<i>Logo</i>	Artwork for the official MAC logo.	PERMANENT-AMC	Retain by AMC
<i>MAC Newsletter</i>	MAC's quarterly newsletter published in both print and pdf. Print copy is maintained as the copy of record by the MAC Archives. Electronic copies are posted on the Website for access.	PERMANENT (PRINT)-Archives	Send two copies to Archives during print distribution.  Webmaster posts pdf copy to the members-only section of the Website.
<i>PIO Communications</i>	Communications regarding MAC as well as items of interest from other professional associations, as selected by the PIO. Communications are sent by e-mail and social media.	TEMPORARY	Retain as long as administratively necessary, then destroy.