

AIC Records Management Guidelines for Specialty Groups
 Draft, April 29, 2004

RECORD TYPE	ARCHIVAL COPY	Specialty Group responsibility	Specialty Group operating files
<p>1. Reports to the Board (activity summaries that are submitted to the Liaison for inclusion in meeting discussions)</p> <p><i>These reports are submitted to the Office with copies to the appropriate Board Liaison.</i></p>	AIC Office	Chair submits reports to the Office with a copy to the Board liaison.	Retain copies as useful to operations (3 years recommended)
<p>2. Meeting Minutes (official minutes of the annual business meetings, SG Board meetings, and SG committees and sub-groups)</p> <p><i>AIC guidelines require that minutes be regularly recorded whenever the SG and its sub-groups hold meetings. The minutes are considered official legal records to be permanently preserved. Record copies is submitted to Office? Liaison? When?</i></p>	AIC Office.	Chairs submits record copy of all minutes to the AIC Office before the fall/winter IAG meeting.	Retain copies as useful to operations (3 years recommended)
<p>3. Annual Report (a summary of specialty group activities and achievements for a given fiscal year).</p> <p><i>The Annual report of each specialty group is submitted to the AIC Executive Director. All reports are then edited and published in the AIC Newsletter. A record copy of the newsletter is retained permanently in the AIC office.</i></p>	AIC News	Prepare annual report.	Retain copies as useful to operations (3 years recommended)
<p>4. Administrative Correspondence (these records include 'thank you' and 'welcome' letters, agenda memos, reminder memos, meeting logistics memos, or any similar record that documents administrative procedures).</p> <p><i>Although important and often essential in carrying out day-to-day activities, these types of records do not have any permanent value. Evidence of the activities they document can be found in minutes and reports. Retain these records only until the respective administrative task has been completed. Applies to electronic as well as written correspondence.</i></p>	Not part of Archives	Retain as needed for operations and discard when no longer needed.	Retain as needed for operations and discard when no longer needed.

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<p>5. Notes (working notes of officers)</p> <p>Observations and notes compiled by officers during the course of their terms; these often contain suggestions for future programs, ideas about more effective operations.</p>	Not part of Archives	Retain as long as useful.	Retain as long as useful.
<p>6. Meeting Programs (official informational brochure that outlines activities of meeting)</p> <p><i>The AIC office retains a record copy of each Annual Meeting program. Specialty groups that hold other significant meetings for which a program is created are responsible for submitting a record copy of that program (e.g., PMG would submit the programs of its winter meetings).</i></p>	AIC Office	Submit a record copy of all programs to AIC Office.	Retain copies as useful to operations.
<p>7. IAG Reports (reports prepared by each group for IAG meetings)</p> <p><i>Individual reports are prepared by each group and submitted for inclusion in IAG Meeting folders prepared by the AIC office. These folders are retained permanently in the AIC office.</i></p>	AIC Office.	Chair submits reports to the AIC Office.	Retain copies as useful to operations (3 years recommended)
<p>8. Publications (conference proceedings, articles, brochures, guides, manuals and any other publications created through the AIC office or independently by the specialty group)</p> <p><i>Drafts of articles and publications, hardcopy or electronic, do not need to be saved. See the AIC Publications Committee Chair if questions arise.</i></p>	AIC Office retains record copies of all publications.	Submit one copy of all publications to the AIC office	Retain one copy in operating files.

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<p>9. Officers, By-laws, and membership (job descriptions, bylaws, and lists of officers and committee members)</p> <p><i>The AIC Board approves all changes to by-laws and job descriptions of officers. The Board Liaison provides the SG chairs with copies of the approved versions.</i></p>	AIC Office	SG Chair retains a copy of current by-laws, officers, and committee members.	SG Chair retains a copy of current by-laws, officers, and committee members.
<p>10. Financial Reports (these records documenting budgetary activities are created for and provided to the organizational units every quarter)</p> <p><i>The last quarterly financial report of the fiscal year is permanently maintained by the AIC office for each specialty group. Financial records of grants are also retained in the Office.</i></p>	Part of AIC financial records	Treasurer retains 3 years for SG use. Supplemental databases are for SG use only and may be discarded.	Treasurer retains 3 years for SG use. Supplemental databases are for SG use only and may be discarded.
<p>11. Liaison Records (these are records that are submitted to specialty groups by their designated Board Liaison)</p> <p><i>Records that document administrative activities such as deadline submission reminders, are not permanently preserved. Summaries of SG activities prepared for the Board by the Liaison are part of the Board notebooks.</i></p>	Part of AIC Board records.	Retain for use. Not part of archival record.	Discard when no longer useful.
<p>12. Data and Reference Materials (records created during the performance tasks and publications gathered as background and reference)</p> <p>Reports of surveys and examples of survey forms, and summaries of research are included in the SG archives. Completed survey forms may be discarded.</p>	AIC Office	Chair sorts and submits to office at end of project.	Discard when no longer useful.