

## **Retention guidelines for ALSSAR archives**

### **Retain for archives**

- Incorporation documents of the ALSSAR, constitution and by-laws and other significant document regarding the founding or re-establishment of ALSSAR
- Chapter documents such as the charter, constitution and by-laws and other significant document regarding the founding or re-establishment of the chapter such as list of charter members
- Early records of the ALSSAR President, Vice President, Secretary, Treasurer, and other officers from founding until 1970
- Histories of the ALSSAR, published and unpublished including chapter histories
- ALSSAR state copies of bound and unbound membership applications and supplementals and microfilm reels of same
- ALSSAR and Chapter manuals and other documents of historical significance such as handbooks, manuals, and newsletters.
- ALSSAR Board of Manager Meetings, annual meetings documents
- ALSSAR and chapter histories
- Speeches given at ALSSAR Board of Manager Meetings, annual meetings, chapter meetings, as well as newspaper clipping etc. of ALSSAR and chapter hosted events such as grave markings and other organization events (scrapbooks)
- Records of all awards, certificates, and other forms of recognition given
- ALSSAR and chapter photographs
- ALSSAR and chapter correspondence
- ALSSAR and chapter membership rolls however if none exists for a period keep attendance lists, etc

### **Archives should not retain or accept the following:**

- Tax records\*
- Financial records\*
- Transmittals
- Business documents such as change of address forms
- National SAR documents should not be kept in archives but may be given to the ALSSAR Historian who may deliver them to the National headquarters
- National SAR magazines should not be kept in the archives but may be placed with the other copies owned by SU in their periodical stacks otherwise do not keep
- Copies of membership applications and supplemental which are found in the secretary, treasurer, or president files. These are not the official State copies of applications/supplementals.
- Duplicate copies of most items which include but is not limited to newsletters, handbooks, histories, ALSSAR Board of Manager Meetings and other annual meetings documents

**\* These records should remain in the Chapter or Society files as part of the active files of the Chapter or Society until such time as they are no longer required to be kept by law. These should then be destroyed.**