

Recommended Records Retention Schedules for Papers at ALA

Series	Type/Format	Examples/Units	Retention	Disposition	O	H	L	F
Minutes and agendas Membership	Awards lists	Offices and Divisions	Indefinite	Retain	X	X		
Membership	Boards	Offices and Divisions	3-5 years	Archives	X	X		
† Financials Conference and Meetings	Conference Registrations	Conference Services, Offices and Divisions	1 –3 years	Destroy	X			X
Membership	Committees	Offices and Divisions	3-5 years	Archives	X	X		
Administration	Constitutions and Bylaws		As long as current	Archives	X	X	X	
Administration Membership	Contracts		Length of contract	Send to Accounting	X		X	X
Administration Membership	Correspondence		1-3 years	Archives	X	X	X	
Minutes and agendas Membership	Customer Records	Graphics, Publishing	1-3 years	Destroy	X			
Administration	Council		3-5 years	Archives	X	X	X	X
Membership	Elections--Ballots		1-3 years	Destroy	X			
Membership	Elections--Results		Indefinite	Retain & copy to Archives	X	X	X	
Minutes and Agendas Membership	Executive Board		3-5 years	Archives	X	X	X	X

Recommended Records Retention Schedules for Papers at ALA

Series	Type/Format	Examples/Units	Retention	Disposition	O	H	L	F
Administration Minutes and Agendas Membership	Executive Director		3-5 years	Archives	X	X	X	X
† Financials	Finances	Reports, journal entries, A/R, A/P, check requests, payroll, budgets	As mandated by law—usually 1-7 years	Destroy	X		X	
Membership	Forms		As long as form is current	Destroy	X			
† Financials Administration	Grants	Offices and Divisions	Length of grant	Send to Accounting	X		X	X
Membership	Member lists	Divisions, committees	Indefinite	Retain & copy to Archives	X	X		
Membership	Officer lists	Divisions, committees	Indefinite	Retain & copy to Archives	X	X		
Membership	Personal papers related to ALA	Officers, significantly active members & some staff		Archives	X	X		
Administration	Photographs		3-5 years	Archives	X	X		
Conference & Meetings	Preconferences and Institutes	Speakers, agendas, handouts	3-5 years	Archives	X	X		
Administration Membership	Project subject files	Research studies, issues	3-5 years	Archives	X	X		
† Financials	Orders and Sales	Graphics, Publishing	1-3 years	Destroy	X		X	

Recommended Records Retention Schedules for Papers at ALA

Series	Type/Format	Examples/Units	Retention	Disposition	O	H	L	F
Personnel	Personnel Records	Resumes, job descriptions, performance reviews, job searches	As mandated by law—usually 1-7 years	Destroy	X		X	
Administration	Policies and Procedures		As long as current	Archives	X	X	X	
Membership	Preconferences and Institutes	Speakers, agendas, handouts	3-5 years	Archives	X	X		
Membership	President, ALA		1-3 years	Archives	X	X	X	
Administration Membership	Press Releases		1-3 years	Archives	X	X		
‡ Publications	Publications	Offices, Divisions, Graphics, Publishing	1-3 years	Archives	X	X		
Membership	Realia	Buttons, T-shirts, flags	As long as current	Archives	X	X		
Conference & Meetings	Recordings	A/V material—conference programs, informational videos	3-5 years	Archives	X	X		
Administration Membership	Reports	Task forces, Committees	3-5 years	Archives	X	X		
Membership	Speeches	Offices, Divisions, Executive Office	3-5 years	Archives	X	X		
† Financials	Subscriptions	Divisions, Publishing	1-3 years	Destroy	X		X	X
Administration	Transmittals		1 year	Destroy	X			