



**COMMITTEE/TASK FORCE CHAIR**  
**SPRING 2023 REPORT TO THE BOARD OF DIRECTORS**

**Due to SAA Executive Director, SAA Secretary, and Board Liaison on February 6, 2023**, for inclusion in the materials for the Spring Board of Directors Meeting. Your report serves to inform the SAA Board of the committee/task force's accomplishments and as background for the action items.

- The Board asks all committee and task force chairs to use this Word document to report to the Executive Director ([ona\\_schmid@saa.org](mailto:ona_schmid@saa.org)), the SAA Secretary (Kelley.Hays-Gilpin@nau.edu), and your Board Liaison.
- Reports are required in the spring of each year and optional in the fall.
- **Starting in 2022, Coordinator, Membership and Meetings, posts reports on Committee pages to improve transparency and assist incoming future chairs.**
- If you are able to join us in Portland Oregon, Committee and Task Force chairs are invited to join the Board for **breakfast on Saturday April 1, 2023**. Please RSVP by February 1.

Report of the	Archive Committee (AC)
From Chair	S. Terry Childs
Date	2/3/23

**1. Membership and terms for your committee:**

*So that the SAA Office's records are as complete as possible, please list your committee members and their terms here. Please also note if there are anticipated changes in a member's status before their term end date.*

Danielle Benden (former chair of CMCC) – 3+ year term to end April 2024 (date of business mtg) Teresa Rucker (archives expertise) – 2 year term to end April 2025 (date of business mtg) Kelly Brown (archives expertise) – 2 year term to end April 2024 (date of business mtg) Teresita Majewski (most recent past Secretary) – 2-year term to end April 2023 (date of business mtg)  Chair – S. Terry Childs – 3+ year term to end April 2024 (date of business mtg)	
--	--

**2. Executive summary of Committee's/Task Force's activities over the past year:**

*Please note that the activities summary should not exceed 250 words. Should the committee or task force be responding to a Board request for a draft document or report, refer to it in the summary and forwarded with this form as an attachment. If no such document was requested by the Board, the executive summary should be confined to the word limit.*

Since the 2022 Fall Committee report was submitted:

- The National Anthropological Archives (NAA) hired an archivist to work on the SAA archive. The AC has provided information to the archivist, Adam Gray, as he begins his work.
- *Motion 146F-43F – “Document Retention and Destruction Policy” (DRDP)* – The AC has completed its amendments to this document after considerable effort, including work with the SAA staff and several Committee chairs. For example, the AC rescinded its request for the “winner package” of all awards and scholarships due to input from the Comm on Awards and Scholarships and their concerns about confidentiality. The amended DRDP is attached. The AC requests that the SAA attorney review it, particularly for legal matters that relate to the document retention period, before the Board approves it.
- AC member Danielle Benden wrote a TSAR article about archiving SAA and individual member records that was published in the November 2022 issue.
- The SAA Archive webpage was updated in November 2022.

### **3. Items for Board Consideration, if applicable. These are recommendations and requests that specifically require Board approval.**

*These items range from statements that you may wish to be disseminated, requests to undertake projects, requests to disseminate results, or any other action for which a committee or task force needs specific Board guidance/approval. Please do not embed such items in your activities summary. These items must be separately listed in this section. These are actions you are asking the Board of Directors to take. Please also include a discussion of fiscal impacts, if any, but note that budget requests occur in advance of the Fall Board meeting (and not as part of this report).*

*Should you have questions about whether any of your Committee’s items require Board approval, please consult with your Board Liaison prior to submitting your report. We also recommend that you run a draft of your report by your liaison before you “officially” submit it.*

- The AC plans to update the Scope of Collection Statement based on almost 2 years of work on the SAA archives, including updating SAA policies and working with SAA staff and chairs of various committees. It is important to fix any inconsistencies across policies and add the amended DRDP to it. We do not think this action requires a motion from the Board, but provide a draft motion below.
- The AC would like to update the Board Member Agreement to include a paragraph on responsibilities for archiving, especially for the Executive Board. See draft motion below.

#### **4. Draft motions, if appropriate. (Optional)**

*Drafting a suggested motion or motions for any requests noted above will help the Board more clearly understand your request and increase the “fit” between the request you make and corresponding Board action. Please keep in mind that suggested motions may be revised or not accepted by the Board, whose responsibility it is to consider the full range of member needs. If you choose to include suggested motion(s) with your report, it is essential that you work with your liaison before you submit your report. They will be able to provide examples of motions that you can use as models for the ones you create.*

- The Board requests that the Archive Committee propose amendments to the “SAA Scope of Collection Statement” to ensure consistency with other policy documents by September 2023.
- The Board requests that the Archive Committee propose amendments to the “Board Member Agreement” to align with the SAA Scope of Collection Statement by September 2023.

## Document Retention and Destruction Policy

[Adopted in Motion 121-27.3 October/November 2008]

The Board approves the existing practice regarding document retention and destruction and adopts the Document Retention and Destruction Policy. This policy works in concert with the *Scope of Collection Statement for the Society for American Archaeology Archive*.

### Document Retention and Destruction Policy

This Document Retention and Destruction Policy (DRDP) identifies the records retention responsibilities of the **SAA staff** for maintaining and documenting the storage, destruction, and archiving of the Society's documents and records. It also pertains to SAA Officers, as defined in the *Scope of Collection Statement for the Society for American Archaeology Archive* (SOCS), in some of their interactions with SAA staff.<sup>1</sup>

**Terms for Retention.** The DRDP delineates the lifecycle of physical, such as paper and negatives, and digital documents. In addition to the timeframes established, it is understood that no physical or digital documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. Additionally, records are to be archived annually as identified in the "Send to NAA?" column in the charts below. The records must be physically transferred to the National Anthropological Archives (NAA) by July 31<sup>st</sup> following the previous calendar year they were produced. For example, official records created in 2022, between January 1<sup>st</sup> and December 31<sup>st</sup>, must be sent to NAA by July 31<sup>st</sup>, 2023. This date is appropriate because the summer months are when SAA staff have some time to assist with archiving SAA official records.

**Significant versus General Correspondence.** A specific record series titled "Significant Correspondence" has been created in this document with the intent to identify only the most relevant communications. Significant correspondence is defined as correspondence, usually email, that is vital to the history of the SAA and/or the discipline of archaeology. For example, the Manager of Communications and Fundraising is expected to archive any significant correspondence exchanged with the fundraising committee regarding topics such as new funds, special appeals, and the theme of annual appeals. In contrast, General Correspondence is defined as communication that does not contribute to the history of SAA and falls within the routine operations of SAA; and/or does not fall under any category outlined in the SOCS or DRDP. Some examples are general information about the SAA, membership claims, website issues including password changes and help requests, membership renewal notices, and general inquiries about publications. Therefore, the category of "General Correspondence," found in the previous version of the DRDP, has been removed.

**Confidential and Sensitive Records.** There are some official SAA records that contain sensitive

---

<sup>1</sup> The SAA Officers defined in the *Scope of Collection Statement* are: "Elected and appointed Board of Directors (i.e., President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Board members, and Board-appointed Directors when an elected Board member resigns); Committee and Task Force chairs; subcommittee chairs; editors of the SAA journals, newsletter/magazine, and SAA Press; Board-appointed representatives (i.e., someone appointed to liaise with an outside organization); and the SAA staff."

and/or confidential information. Most records submitted to the NAA will be accessible for research after ten (10) years from the date of their creation. However, access restrictions, no greater than fifty (50) years, may be placed upon specific bodies of records that are deemed confidential and/or sensitive. These records are identified as such when they are transferred to the NAA by SAA staff or the SAA Archive Committee, and the NAA staff will manage access accordingly.

**Terms for Destruction.** Records that are not sent to the NAA (labeled as "Destroy" or "No" in the "Send to NAA?" column), must be destroyed by SAA staff based on the number of years in the "Retention Period" column. For example, if a procedure manual has a retention period of "Current, plus 1 year" and is marked as "No" in the "Send to NAA?" column, any version of the procedure manual that is older than one year must be destroyed and disposed of by the appropriate SAA staff member. In cases where destruction of financial, confidential, or other sensitive material is required (noted as "Destroy" in the "Send to NAA?" column), a standardized document destruction process is mandatory. Hard-copy documents are to be destroyed by shredding. Electronic records that contain financial, confidential, or other sensitive information must be deleted in a manner that ensures the content contained in them is not able to be captured and retained elsewhere. Electronic records must be deleted from local hard drives and servers, as well as any CDs, thumb drives, and external storage devices. SAA shared files are currently located on a cloud server, run by Egnyte (<https://www.egnyte.com/>). SAA staff are also responsible for logging into the SAA's cloud server and ensuring secure digital deletion of appropriate files following the company's protocols. The executive director is responsible for ensuring SAA staff destroy the records appropriately and in a timely manner.

**Primary Locations of Records.** Physical documents, such as paper and photographs, as well as CDs and external hard drives, are held in the file cabinets at the SAA headquarters (HQ) office. As physical document workflows have diminished in use, most documents are born digital and remain digital. These documents are primarily located on the email server, currently hosted by Intermedia, and on the shared server, currently hosted by Egnyte.

**Exceptions.** Exceptions to the established terms of retention may be granted only by the SAA's executive director or president, if appropriate, in consultation with the Society's certified public accountant and/or attorney and the Archive Committee.

**Chief Financial Officer (CFO)**

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Send to NAA?</b>
<b>ADMINISTRATIVE</b>				
Procedure manual	CFO	Current, plus 1 year	Working	No
<b>FINANCIAL</b>				
Accounts payable, including purchase orders & supply orders	CFO	Current, plus minimally 7 years	Legal	Destroy
Monthly Bank Reconciliations	CFO	Current, plus minimally 7 years	Legal	Destroy
Bank Statements	CFO	Current, plus minimally 7 years	Legal	Destroy
Depreciation schedules	CFO	Current, plus minimally 7 years	Working	No
Duplicate deposit slips	CFO	Current, plus 2 years	Legal	Destroy
General ledgers / year end trial balance	CFO	Current, plus minimally 7 years	Legal	No
Invoices (to customers, from vendors)	CFO	Current, plus minimally 7 years	Working	No
Timesheets	CFO	Current, plus minimally 3 years	Legal	Destroy
Insurance renewals	CFO	Current, plus 3 years	Working	No
Postage Receipts	CFO	Current, plus 7 years	Working	No
Postal Permit File	CFO	Current, plus 3 years	Working	No

### Manager, Government Affairs (MGA) Program

In the interest of minimizing duplication of effort, the MGA is strongly encouraged to work with the Chairs of the Government Affairs, International Government Affairs, and Repatriation Committees to determine who is responsible for ensuring the records, marked “Yes” in the “Send to the NAA?” column, are physically transferred for archiving.

Record Title or Description	Position Title	Retention Period	Reason for Retention	Sent to NAA?
<b>ADMINISTRATIVE</b>				
Lobbying Disclosure Forms	MGA	Current, plus minimally 5 years	Working; History	Destroy
Procedure Manual	MGA	Permanent	History	Yes, when significant changes are made
<b>SIGNIFICANT CORRESPONDENCE</b>				
Advisory Committees (Government Affairs, International Government Affairs, Repatriation) & Board	MGA	Permanent	History	Yes, with access restrictions on sensitive or confidential records
Individual members, e.g., federal and state legislation, federal regulations, tribal issues, & historic preservation issues	MGA	Permanent	History	Yes, with access restrictions on sensitive or confidential records
<b>PROGRAM ACTIVITIES</b>				
Policy Issues, e.g., formal position statements and letters on federal and state legislation, such as NHPA consultations; federal regulations; tribal issues; preservation issues; important issue documents from outside organizations. Includes “SAA Positions and Actions”, “SAA Statements and Guidelines”	MGA	Permanent	History	Yes. Some records archived via Board books
Meeting agendas and notes for advisory committees	MGA	Permanent	Working; History	Yes
Government and International Government Affairs Monthly Updates	MGA	Permanent	History	Yes

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Sent to NAA?</b>
Mass communications to SAA members, e.g., SAA Actions; Gaining Ground	MGA	Permanent	History	Yes
Take Action communications to members, Hill, and federal agencies from website or other sources	MGA	Permanent	History	Yes (copy from SoftEdge)



### Manager, Information Services (MIS)

In the interest of minimizing duplication of effort, the MIS is strongly encouraged to work with the Chair of the Programming Committee to determine who is responsible for ensuring the records, marked “Yes” in the “Send to the NAA?” column, are physically transferred for archiving.

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason of Retention</b>	<b>Sent to NAA?</b>
<b>ADMINISTRATIVE</b>				
iMIS Modules Manuals	MIS	Current, plus 4 years	Working	No
Database Structures	MIS	Long term	Working	No
Hardware/Equipment Purchase Invoices	MIS	Current, plus 4 years	Working	No
Maintenance Contracts	MIS	Current, plus 4 years	Working	No
Licensing Agreements	MIS	Current, plus 4 years	Legal	No
Password File	MIS	Current, plus 1 year	Working	No
Configuration files	MIS	Long term	Working	No
Procedure manual	MIS	Current, plus 1 year	Working	No
<b>SIGNIFICANT CORRESPONDENCE</b>				
Advisory Committees (Programming, but without submission data) & Board	MIS	Permanent	History	Yes, if applicable
Individual members	MIS	Permanent	History	Yes, if applicable
<b>PROGRAM ACTIVITIES</b>				
SAA Servers Database/Backups	MIS	Current, plus 7 years	Working	No
System Documentation (Software & Hardware)	MIS	Current, plus 4 years	Working	No
iMIS Database Table Layouts	MIS	Long term	Working	No
Annual download of SAA website	MIS	Permanent	History	Yes
Annual list of SAA members	MIS	Permanent	History	Yes
Career Job ad requests for posting on Web	MIS	Current, plus 1 year beyond posting termination	Working	No

## Manager, Publications (MP)

In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chairs of the Publications and Ethics Committees, as well as the Editors of SAA publications, to determine who is responsible for ensuring the records, marked “Yes” in the “Send to NAA?” column, are physically transferred for archiving. Note that rows called “Editorial Manager software contract” and “JSTOR agreement” have been deleted from this version of the DRDP because they are not current but may be relevant in the future. Also, “Accepted book proposals” is not included below because it is the responsibility of the SAA Press editor rather than the Publications Manager to archive.

Record Title or Description	Position Title	Retention Period	Reason for Retention	Sent to NAA?
<b>ADMINISTRATIVE</b>				
Printer Contracts	MP	Current, plus minimally 4 years	Legal; Working	No
Budgets, e.g., meeting program, journals, tSAR	MP	Current, plus 2 years	Working	No
Trademark agreements	MP	Long term	Legal; Working	No
License agreements	MP	Long term	Legal; Working	No
Library of Congress Registration Forms	MP	Long term	Legal	No
Copyright forms	MP	Long term	Legal	No
Procedure manual	MP	Current, plus 1 year	Working	No
Permissions granted for reprinting	MP	Long term	Legal; Working	No
<b>SIGNIFICANT CORRESPONDENCE</b>				
Advisory Committees (Publications, Ethics) and Board	MP	Permanent	History	Yes
Individual members	MP	Permanent	History	Yes, if applicable
Editors and editorial boards	MP	Permanent	History	Yes, if applicable
<b>ANNUAL MEETING PUBLICATIONS</b>				
Event Guide and Preliminary Program	MP	Permanent	History; Working	Yes
Final program	MP	Permanent	History	Yes
Final Program Production Files	MP	Long term	Working	No
Abstracts	MP	Permanent	Working; History	Yes

<b>ARTWORK</b>				
SAA Original Corporate Artwork	MP	Permanent	History	Yes
<b>JOURNALS AND MAGAZINE</b>				
Author and Editor Galleys	MP	Current, plus 1 year	Working	No
Printed/Bound volumes	MP	Permanent	History	No, archived via Library of Congress
Editor Reports	MP	Permanent	History	Yes, archived via Board books
Editor RFPs	MP	Long term	Working	No
tSAR electronic files sent to printer	MP	Long term	Working	No
<b>The SAA PRESS</b>				
Book Contracts	MP	Long term	Legal; Working	No
Marketing files	MP	Permanent	Working; History	Yes; some information on SAA website
Book Production Files (print and e-book)	MP	Long term	Working	No
Author and Editor Galleys	MP	Current, plus 1 year	Working	No
Printed volumes	MP	Permanent	History	No, archived via Library of Congress

### Manager, Communications & Fundraising (MCF)

In the interest of minimizing duplication of effort, the MCF is strongly encouraged to work with the Chair of the Committee on Awards and Scholarships to determine who is responsible for ensuring the records below, marked “Yes” in the “Send to the NAA?” column, are physically transferred for archiving.

Record Title or Description	Position Title	Retention Period	Reason for Retention	Sent to NAA?
<b>ADMINISTRATIVE</b>				
Notes from HQ	MCF	Permanent	History	Yes
Mass emails to members via Constant Contact	MCF	Permanent	History	Yes, archived via SAA website in “SAA News”
Procedure manual for MCF	MCF	Current, plus 1 year	Working	No
Procedure manual – Awards & Scholarships	MCF	Permanent	History	Yes, when significant changes are made
<b>SIGNIFICANT CORRESPONDENCE</b>				
Committee on Awards & Scholarships, Awards Committees, & Board	MCF	Permanent	History	Yes, if applicable
Scholarship Committees	MCF	Permanent	History	Yes, if applicable
Fundraising Committee, e.g., new funds, special appeals, theme of annual appeals	MCF, ED	Permanent	History	Yes
<b>MEDIA RELATIONS</b>				
Contact Files	MCF	Long term	Working	No
Media List	MCF	Long term	Working	No
Press releases	MCF	Permanent	History	Yes
<b>AWARDS</b>				
Ceremony & Script	MCF	Current, plus 1 year	Working	No
Citations for plaques	MCF	Current, plus 1 year	Working	Yes, winner info published in tSAR & final program
Award Recipient Notification forms	MCF	Current, plus 1 year	Working	No
Notification letters	MCF	Current, plus 1 year	Working	No
Promotional materials, e.g., brochures, graphics	MCF	Current, plus 1 year	History	No

<b>SCHOLARSHIPS</b>				
Lists of applicants	MCF	Current, plus 7 years	Working	No
Citations for certificates	MCF	Permanent	Working; History	Yes, winner info published in tSAR & final program
Notification letters	MCF	Current, plus 1 year	Working	No
Promotional materials, e.g., graphics, brochures	MCF	Current, plus 1 year	History	No
<b>FUNDRAISING</b>				
Annual and other appeal emails	MCF	Permanent	History; Working	Yes
Fundraising reports	ED	Permanent	History	Yes, archived via Board books

## Membership Programs - Senior Manager, Meetings and Membership (SMMM) and Coordinator, Membership Services (CMS)

In the interest of streamlining effort, it is recognized that the Membership Programs staff assist the SAA Interest Groups (IG) but are not responsible for archiving most IG official records. Therefore, the leadership of IGs is responsible for ensuring their newsletters, guidelines, best practices, or other products (e.g., reports, white papers) are identified for archiving and work with the Archive Committee to ensure the records are physically transferred for archiving.

Record Title or Description	Position Title	Retention Period	Reason for Retention	Sent to NAA?
<b>ADMINISTRATIVE</b>				
Monthly membership stats	SMMM	Permanent	History	Yes
Annual meeting digital photos, e.g., awardees, scholarships, audience, Board	SMMM, CMS	Permanent	History	Yes; also in tSAR
Procedure manual	SMMM	Permanent	Working; History	Yes, when significant changes are made
Procedure manual	CMS	Current, plus 1 year	Working	No
<b>SIGNIFICANT CORRESPONDENCE</b>				
Board, e.g., emails with impact on SAA activities and its future	SMMM	Permanent	History	Yes, if applicable
Individual members, e.g., ideas that impact membership	SMMM	Permanent	History	Yes, if applicable
CoAS, e.g., issues of concern by members (not dues renewal notices)	SMMM	Permanent	History	Yes
Interest Groups, e.g., eBlasts	CMS/ED	Permanent	History	Yes, if applicable
Volunteers	CMS	Permanent	History	Yes, if applicable
<b>COUNCIL OF ALLIED SOCIETIES</b>				
Applications and guidelines	SMMM	Permanent	Working; History	Yes
Membership drive brochure	SMMM	Permanent	History	Yes
Newsletter	SMMM	Permanent	History	Yes

<b>INTEREST GROUPS</b> (The leadership of IGs are responsible for ensuring their official records, e.g., newsletters, guidelines, best practices, or other products, are identified for archiving and work with the Archive Committee to ensure the records are physically transferred to the NAA.)				
Proposals	CMS	Permanent	History	Yes, archived via Board books
<b>MERCHANDISE</b>				
SAA gear files, e.g., info on source company and year purchased	SMMM	Long term	Working	No
Photos of merchandise with year(s) sold	SMMM	Permanent	History	Yes
<b>SUBSCRIPTIONS</b>				
Subscriber Claims (history in iMIS)	CMS	Current, plus 6 months	Working	No
Subscriber Correspondence	CMS	Current, plus 1 year	Working	No
<b>COMMITTEES</b>				
Appointment Letters (history in iMIS)	CMS	Current, plus 5 years	Working	No
<b>VOLUNTEER PROGRAM</b>				
Applications	CMS	Current, plus 1 year	Working	No
Volunteer Blacklist	CMS	Permanent	Working	No
<b>MEMBERSHIP</b>				
Member Claims (history in iMIS)	CMS	Current, plus 6 months	Working	No
Meeting Participant Waiver Requests	CMS	Current, plus 1 year	Working	No
Membership Brochures	CMS	Permanent	History	Yes
Renewal Files (Invoices, Letters, Envelopes, and Postcards)	CMS	Current, plus 1 year	Working	No

## Manager, Education and Outreach (MEO)

In the interest of minimizing duplication of effort, the MEO is strongly encouraged to work with the Chairs of the Public Education Committee and Public Archaeology Interest Group to determine who is responsible for ensuring the records below, marked “Yes” in the “Send to the NAA?” column, are physically transferred for archiving. Note that rows called Annotation Project<sup>2</sup> and Departmental Survey<sup>3</sup> have been deleted from this version of the DRDP but may be relevant in the future.

Record Title or Description	Position Title	Retention Period	Reason for Retention	Send to NAA?
<b>ADMINISTRATIVE</b>				
Budget	MEO	Permanent	Working; History	Yes, archived via Board books
SAM.gov renewal	MEO	Current, plus 1 year	Working	No
Procedure manual	MEO	Permanent	History; Working	Yes, when significant changes are made
<b>SIGNIFICANT CORRESPONDENCE</b>				
Committees/IGs (Public Education; Public Archaeology IG; Task Forces) & Board	MEO	Permanent	History	Yes, if applicable
Members	MEO	Permanent	History	Yes, if applicable
NPS Cooperative Agreement	MEO	Permanent	History	Yes
<b>PUBLIC EDUCATION COMMITTEE</b>				
Educational resources	MEO	Permanent	History	Yes
Studies	MEO	Permanent	History	Yes
Conferences, e.g., SHA, National Council for the Social Studies	MEO	Permanent	History	Yes
Meeting notes	MEO	Permanent	History	Yes

---

<sup>2</sup> This project was to create an annotated bibliography of archaeology education materials. The struggle was how to annotate and indicate appropriateness--how to list an item with an inappropriate message without saying don't use it. It was an early effort around 1992. There may be info about it in the “Archaeology and Public Education” Newsletter.

<sup>3</sup> Another early effort that Ed Friedman led. The idea was to send a survey from the SAA to anthropology departments to find out about what programs were teaching about public outreach and education and the level of importance they placed on it. Ed wrote the letter, and it was sent. The level of response was likely negligible.



<b>CONTINUING EDUCATION</b>				
Proposals from instructors	MEO	Permanent	History	Yes
RPA certification applications	MEO	Permanent	History	Yes
Letters of agreement with instructors	MEO	Permanent	History	Yes
Presentation slides and hand-outs	MEO	Permanent	History	Yes
Seminar recordings	MEO	Permanent	History	Yes
Feedback surveys	MEO	Permanent	History	Yes
Proposals for changes to program	MEO	Permanent	History	Yes, archived via Board books
<b>OTHER PROGRAM ACTIVITIES</b>				
Network of State/Provincial Archaeology Education Coordinators, e.g., significant correspondence	MEO	Permanent	History	Yes, if applicable
Archaeology & Public Education, e.g., Public Archaeology Notes	MEO	Permanent	History	Yes, archived via SAA website
Archaeology for the Public	MEO	Permanent	Working; History	Yes
Career Brochures	MEO	Permanent	Working; History	Yes
Fact Sheets	MEO	Permanent	Working; History	Yes
Bookmarks	MEO	Permanent	Working; History	Yes
American Perceptions of Archaeology Poll Data, e.g., 2000 Harris Poll, 2018 Ipsos Poll	MEO	Permanent	History	Yes
Exhibits	MEO	Permanent	History	Yes
State Archaeology Celebration Poster Contest	MEO	Permanent	History	Yes, winner posters archived via tSAR

**Executive Director (ED)**

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Send to NAA?</b>
<b>ADMINISTRATIVE</b>				
Routine Contracts, e.g., hotel and meeting logistics	ED	Current, plus 7 years	Legal	No
Contracts that impact the history of SAA, e.g., JSTOR, CUP; special projects/surveys like Discovering the Archaeologists of America Pilot	ED	Permanent	Legal; History	Yes, if not archived in Board book
DC Annual Report and Registered Agent Identification	ED	Long term	Legal	No
Incorporation Papers	ED	Permanent	Legal	Yes
Insurance Policies	ED	Current, plus 7 years	Legal	No
Insurance claims	ED	Permanent	Legal; History	Yes
Lease	ED	Current, plus 7 years after expiration	Legal	No
Security - Building	ED	Current, plus 7 years	Working	No
Ombuds report	ED	Permanent	History	Yes, archived via Board books
Procedure manual	ED	Permanent	Working; History	Yes, when significant changes are made
<b>SIGNIFICANT CORRESPONDENCE</b>				
President	ED	Permanent	History	Yes, with access restrictions on sensitive or confidential records
Board of Directors	ED	Permanent	History	Yes, with access restrictions on sensitive or confidential records

Individual members	ED	Permanent	History	Yes, with access restrictions on sensitive or confidential records
<b>GOVERNANCE / BOARD OF DIRECTORS</b>				
Board Book, e.g., decision documents, Society Updates, & agenda	ED	Permanent	Legal	Yes
Meeting minutes	ED	Permanent	Legal	Yes, archived via Board books
Board and Committee Handbook	ED	Permanent	Working; History	Yes, when significant changes are made
Bylaws	ED	Permanent	Working; History	Yes
Bylaws Ballots	ED	Permanent	Working; History	Yes
Policy Manual	ED	Permanent	History; Legal	Yes
President's Files	ED	Permanent	History	Yes. Receive from president within 6 months after close of service
Call to Meetings	ED	Current, plus 2 years	Working	No
Committee Charges and Composition	ED	Permanent	Legal; History	Yes, archived via Board books. Also, on SAA website
<b>TAXES</b>				
Tax returns and worksheet, revenue agents reports and other documents relating to determination of income liability	ED	Current, plus minimally 7 years after filing	Legal	Destroy
IRS rulings	ED	Current, plus minimally 3 years from the date filed	Legal	Destroy

990 Public Inspection Copy	ED	Current, plus minimally 3 years from the due date of the IRS return or the date filed	Legal; Working	No
<b>FINANCIAL</b>				
Working Files, e.g., budgets, work papers, audits, financials	ED	Current, plus 7 years	Working	No
Approved Budget Notebooks (with justifications)	ED	Permanent	History	Yes, archived via Board books
Accounts receivable	ED	Current, plus minimally 7 years	Legal	Destroy
Monthly, quarterly, & annual financials	ED	Permanent	History; Legal	Yes, archived via Board books or tSAR
Monthly Investment Statements	ED	Current, plus 7 years	Legal	No
Audits, including reports & backups	ED	Permanent	Legal; History	Yes
Overhead Calculations	ED	Current, plus 2 years	Working	No
Chart of Accounts	ED	Permanent	Working; History	Yes
SAA by the Numbers	ED	Permanent	History	Yes, archived via Board books
Fundraising, e.g., strategy and planning	ED	Permanent	History	Yes
Major donor gift agreements	ED	Permanent	Working; History	Yes
Planned Giving, e.g., brochures on planned annuities	ED	Permanent	Working; History	Yes
Royalty Statements	ED	Current, plus 7 years	Working	No

<b>GRANTS, COOPERATIVE AGREEMENTS (CA), &amp; MEMORANDA OF AGREEMENT</b>				
Proposals (funded and unfunded)	ED	Permanent	History	Yes, usually archived via Board books. Archive proposals not in Board books
Final agreements, e.g., NPS, tDAR, NSF	ED	Permanent	History	Yes
Significant correspondence, e.g., initial ideas for the grant/CA and key changes in content	ED	Permanent	History	Yes
<b>HUMAN RESOURCES</b>				
Personnel Files	ED	Current, plus 7 years after termination	Legal	No
Prospective Employee Files	ED	Current, plus 7 years after a claim or litigation involving hiring practices	Working	No
Terminated Employee Files	ED	Current, plus 7 years after termination	Legal	No
I-9	ED	Current, plus 7 years after hire or 1 year after termination	Legal	No
Job Descriptions	ED	Permanent	Working; History	Yes
Emergency Contacts File	ED	Current, plus 7 years	Working	No
Employment policy manual	ED	Current	Working	No
Summary Plan Descriptions Medical/Dental (Benefits)	ED	Current, plus 7 years after termination of plans	Legal	No
Retirement Plan	ED	Permanent	Legal	No

## Appendix A: Glossary of Acronyms and Terms

### Acronyms

**CoAS** – Council of Affiliated Societies

**CUP** – Cambridge University Press

**DRDP** – Document Retention and Destruction Policy

**HQ** – Headquarters

**IG** – Interest Group

**JSTOR** – Journal Storage

**NAA** - National Anthropological Archives

**NPS** – National Park Service

**NSF** – National Science Foundation

**PEC** – Public Education Committee

**RFP** – Request for Proposal

**RPA** – Register of Professional Archaeologists

**SOCS** - *Scope of Collection Statement for the Society for American Archaeology Archive*

**tDAR** – The Digital Archaeological Record

**tSAR** – *The SAA Archaeological Record*

### Terms

**Born digital** means texts, photographs, email, websites, recordings, and other materials produced in digital form, rather than having been converted from print or analog equivalents. This is in contrast to digital reformatting, through which analog materials become digital, usually by scanning physical paper manuscripts or photographs.

**Physical documents** mean records that have a physical presence, such as paper, photographs, and negatives.

In the “**Retention Period**” column:

- **“Current”** means records are being used at the present time and are to be appropriately destroyed after the stated retention period expires.
- **“Long term”** means records are to be retained for working reference purposes and should be reviewed by SAA HQ every 10 years to determine if SAA can cull the oldest materials.
- **“Permanent”** means records are retained in perpetuity by the SAA Office and usually archived at the NAA.

**In the “Reason for Retention” column:**

- **“History”** means the records have value for understanding the history of the SAA or of archaeology writ large.
- **“Legal”** means there are legal reasons for retaining the official records for the designated time period.
- **“Working”** means the records are actively used for SAA work and often provide important reference information.

**In the “Sent to NAA?” column:**

- **“Destroy”** means to physically destroy a hard copy record, usually by shredding, and by deleting a digital file along with any back-up files.
- **“No”** means that documents do not go to NAA but are kept by SAA for the retention period identified and then appropriately destroyed.
- **“No, archived via...”** means that the appropriate SAA staff member does not send the designated records to the NAA because they are archived elsewhere as identified.
- **“Yes, archived via...”** means that the designated records must be archived at the NAA according to the reasoning identified in the “Send to NAA?” column.
- **“Yes”** means that the appropriate SAA staff member is to send the designated records to the NAA.
- **“Yes, if applicable”** means that there are records to archive at the NAA in the record category for the year being archived.