

SCOPE OF COLLECTION STATEMENT FOR THE SOCIETY FOR AMERICAN ARCHAEOLOGY ARCHIVE

Purpose

The purpose of this Scope of Collection Statement (Scope) is to define the bounds of the present and future records included in the Society for American Archaeology (SAA) records.¹ The records include those items that promote understanding about the history of archaeology in the Americas, the organization's accomplishments and contributions to the major debates about practice, methods, and knowledge of the field, and to record the history of the SAA. This Scope is designed to ensure that the SAA archive is clearly relevant to these objectives. The collection of SAA records is curated at the National Anthropological Archives (NAA) under a Transfer Agreement, which is in keeping with the SAA's goals to preserve the archaeological record and to maintain an organizational history of its activities.

Organizational History, Mission, and Goals of the Society for American Archaeology

The SAA was founded in 1934 and incorporated as a 501(c)(3) corporation in 1972. The SAA's Articles of Incorporation and Bylaws establish the organizational framework and a Board of Directors that is responsible for management of the organization. Board policy is codified in the Policy Manual, which includes the actions taken in 1978 to define organizational records and provide for their long-term care at the NAA.

The mission of the SAA is to expand understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. The SAA leads the archaeological community by promoting ethical research, stewardship of archaeological resources, public and professional education about archaeology, and dissemination of archaeological knowledge. The SAA serves the public interest by seeking the widest possible engagement with all segments of society, including governments, educators, and indigenous peoples, to advance knowledge and enhance awareness of the past.

The SAA goals related to advancing archaeological research and disseminating archaeological knowledge to the professional community and to the public at large are:

- Improving the practice of archaeology and promoting archaeological ethics.
- Being dedicated to the conservation of the archaeological record.
- Serving as a bond among archaeologists worldwide in all segments of the archaeological community.
- Effectively serving the needs of the diverse constituencies that comprise its membership.
- Being an effective advocate for archaeology in the legislative and public policy arenas.
- Providing an effective and flexible structure for the SAA's operations and initiatives.

Contributors of SAA Official Records

The SAA's official records include a wide variety of materials in many formats produced by or for the following SAA Officers, as used in this document, while acting in an official capacity: elected and appointed Board Directors (i.e., President, President-Elect, Secretary, Secretary-Elect, Treasurer,

¹ See Appendix A for a glossary of terms used in this Scope.

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 others in rare circumstances. It is quite possible that not all SAA Officers listed above may create SAA official records during their term, such as non-Executive members of the Board of Directors.

Other official records are created by SAA staff.

(NOTE: See the “Acquisition and Transfer to NAA” section below for the responsibilities of the SAA Officers and SAA staff to prepare and submit records.)

Types of Records to be Archived

The SAA's mission and goals as stated above provide the direction for the creation, acquisition, and preservation of official records to be archived. Records with a direct association to the SAA are more desirable for inclusion in the archive than similar records without such primary significance. The types of materials that are official records include written correspondence, reports, meeting minutes, images, sound recordings, and other document types that may be in hard-copy or digital formats.

The following directions in this Scope prevent arbitrary and excessive future growth of SAA records, while ensuring that the archive remains relevant to the SAA's goals. This Scope also ensures that only relevant records are accessioned by NAA into the archive.

The SAA has a Document Retention and Destruction Policy (DRDP) that was adopted in a motion by the Board of Directors in 2008 (Appendix B). Compliance with this policy is distinct from the Scope. All work performed under this Scope must be in alignment with the 2008 DRDP or later updates to that policy, since some of the records that are to be archived are identified in the DRDP.

Additionally, there are other documents that are beyond the bounds of both the SAA's responsibility and preservation capabilities and are not to be archived. These include personal papers. If personal papers that contain SAA official records as outlined in this Scope are donated to an archives other than the NAA, effort should be made by the donor to notify the NAA of those materials so that they may be cross-referenced. Documents that can be readily found in other places (e.g., the published journal issues of the SAA) or are duplicates of widely distributed materials, such as business meeting handouts, are also outside of this Scope. Other types of documents that are not to be archived are identified in the appropriate sections below.

The following sections identify and define groups of official records to be retained for archiving at the NAA.

1. Corporate Documents. These legal records document the formal inception of the SAA, changes to the incorporated status of the SAA, its relationship with and responsibilities to other organizations, and benefits accruing to the SAA from these relationships. Drafts and correspondence related to the development, application, issuance, and maintenance of the documents must be retained. Included in these corporate documents are:

- a. Articles of Incorporation that document the formal inception of the SAA.
- b. Tax status determinations made by federal and state organizations relevant to organizational business operations including various annual forms.

- c. Non-Governmental Organization status determinations.
- d. Co-publication agreements with presses.
- e. Documentation of formal relationships with other organizations, such as the Register of Professional Archaeologists, Digital Antiquity, and the National Park Service.
- f. Written correspondence with attorneys and others regarding legal issues that may or may not be reflected in governance documents. Records involving individual conduct are not to be retained.

2. Governance Documents. These documents include all materials produced by the organization that define organization, structure, policies, principles, and procedures of operation. Change to these governance documents must be preserved, along with the text and results of formal votes and substantive correspondence related to the development of these materials. Governance document files also preserve failed efforts to change these basic documents (including text, substantive correspondence, Committee activities, and records of meetings) to provide a full historic view of SAA development. Cross-references to records of official meetings may be necessary to represent fully the information in governance discussions. Most e-mail exchanges related to governance documents do not meet these criteria and should not be retained, particularly those that are routine. Governance documents are official records that include the following items:

- a. Bylaws. The bylaws set the organizational parameters, management, and business processes of the organization. Published documents are the official versions of these documents.
- b. Policies. Policies are the principles adopted by the SAA from among alternatives to determine present and future courses of action. The SAA has developed policies in many areas as the situation requires. All policies, changes to policies, and documentation related to the development and implementation of those policies must be preserved. Only critical drafts that reflect significant changes to the development of issued policies are to be retained.
- c. Procedures. Procedures include particular ways of accomplishing tasks. The SAA historically has developed and evolved several manuals documenting accepted procedures of the organization, including the Procedures Manual that describes responsibilities of Officers, representatives, and Committee Chairs and the Program Chair Manual that presents operational processes for organizing the annual conference. These documents evolve continuously and preservation of all issued documents and correspondence related to the evolution of the documents, along with any interim documents, are important to understanding the philosophical changes of the organization. Only critical drafts that reflect significant changes to the development of issued procedures are to be preserved.
- d. Board Books and Meeting Minutes. The Board Books are comprised of Committee, Task Force, and staff reports that provide the background and information necessary to brief members of the Board of Directors about the current business of the SAA that they must address at their face-to-face meetings.
- e. Records of Official Votes Outside Meetings. The Board of Directors may vote on issues throughout the year using telephone, e-mail, or other forms to poll the Board. These records include the issue to be voted upon, critical backup documentation circulated with the issue, meeting notes, the formal vote, and the minutes of actions taken without a meeting. Related e-mail exchanges or personal notes from informal phone calls are not to be retained.

f. Annual Business Meeting Minutes and Documents. By the terms of the bylaws, the SAA has an annual business meeting that includes official reports of Officers. A record of any new business stated at the annual Business meeting is to be preserved.

g. President's Correspondence with Membership. Critical governance and policy issues may arise that necessitate correspondence between the President and the SAA membership.

3. Planning Documents. These materials include all documents that set short- or long-range goals and targeted accomplishments for the organization or a group within the SAA. Planning documents include the SAA's strategic long-range plan, annual work plans for individuals or Committees, correspondence related to plan development, review comments, and similar information. Although budgets are planning documents, they are considered below under Financial Documents.

4. Project Products. The SAA, through its Officers, Committees, and Task Forces, engages in a wide variety of tasks that produce products for the organization. The products vary widely, such as exhibits, posters, brochures, videos, fliers, studies and surveys, guidance, reports, substantive correspondence on an issue researched by a relevant Committee or Task Force often at the request of the SAA President or Board, and similar items. These materials include the final tangible product, in addition to the proposal, relevant contract documents, and product reviews. Only drafts that reflect significant changes in the development of final products are to be preserved. Much of this work is done through Committee efforts², sometimes as directed by the Chair, and at other times by individuals and sub-committees. Assembly of the records to fully document the products may involve several hierarchical levels and may include relationships with other organizations.

5. Financial Documents. Financial documents include internal and external records that summarize and analyze fiscal procedures, fund balances and allocations, and financial planning processes. The following records must be retained for archiving:

- Annual budgets, including the process of developing and modifying those budgets, and the results of regular monitoring, evaluation, and assessment;
- Financial statements, tax returns, audits, and reviews that summarize the SAA's financial position and document independent reviews of procedures and conclusions;
- Summaries of investments activity and donations;
- Documentation and valuation of inventory and dispersal of inventory;
- Special financial analyses, such as asset management, donation projections, business services and publications costs, outsourcing financial management, and dues increase projections;
- Documentation of financial discrepancies and mismanagement, and financial correspondence with auditors, accountants, and other parties; and,
- Annual audits by outside agencies.

Supporting financial materials (i.e., bank and other account management statements, credit and debit documentation, investments activity, records of other income, and ledgers) should not be retained for archiving, but kept for Internal Revenue inspection or other audits up to seven (7) years. Documents that

² Specific Award Committee work products are under Awards; Government Affairs Committee, International Government Affairs Committee, and Repatriation Committee work products are under Government Affairs; Investment Committee work products are under Financial Documents; and Publication Committee work products are under Publications.

provide an audit function are copious and not revelatory about the intentions and discussions of the SAA, so are not to be archived.

6. Business Operations. The SAA's business operations furnish a wide variety of services to the membership. Preserving the history of business services is important to providing the complete context in which the SAA's accomplishments can be viewed. Contracts for business office services, procurement documents, procedures manuals, and other documentation provide the expectations for service delivery and report actual results. Regular reports documenting accomplishments, as well as correspondence between the Board (and designated liaison officials) related to performance documentation, direction, and planning are to be preserved. An annual list of members is to be retained. Correspondence between the business office and membership should be retained only if it is unusual, developmental, or related to society issues arising during normal business operations. Routine requests for information (e.g., requests for membership login information and requests for clarification about the three-role rule during annual meeting submissions) are to be discarded, unless used for documenting a pervasive lack of performance or malfeasance by an SAA Officer or outside agency.

7. Publications. The SAA publishes journals (*American Antiquity*, *Latin American Antiquity*, and *Advances in Archaeological Practice*), monographs of the SAA Press, and *The SAA Archaeological Record* (previously the *SAA Bulletin*). The publications themselves are filed with the Library of Congress during assignment of copyright and the SAA office also serves as a repository for these publications, so they are not to be archived at the NAA. Documents, substantive correspondence about policy and procedure, and minutes of the Publications Committee and Editorial Board meetings related to the development, maintenance, and improvement of the publications program, particularly the development of new journals, publication series and individual volumes; any legal or ethical issues that have been raised; contracts (i.e., JSTOR, Editorial Manager, Cambridge University Press); sales projections and issues; information on continuation of a series; and major changes to the *Style Guide* must be retained. Additionally, the Editor(s) of each journal, newsletter/magazine, and the SAA Press must retain a summary list of authors and titles for all manuscripts received, accompanied by their disposition, and a list of reviewers for each title reviewed. The following records must not be archived: correspondence pertaining to rejected and accepted manuscripts, which should be destroyed after three years unless needed by an incoming Editor; original artwork from authors that is to be returned to the author after the publication is printed; and pre-publication reviews of manuscripts.

8. Conference Documentation. The annual conference provides important opportunities for professional interaction and advancement of the SAA's goals. The preliminary and final conference programs are filed with the Library of Congress during assignment of copyright and the SAA office also serves as an archive for these programs, so they are not to be archived at the NAA. The Annual Meeting abstracts are sent to The Digital Archaeological Record at the Arizona State University for preservation and access, so they are not to be archived at the NAA. Status and final reports, registration packets, calls for papers, negotiations and agreements, and other organizational information documented through correspondence preserve the structure of the conference. Records of conference financing are important for framing the conference accomplishments. Public relations information, including press releases document the impact of the conference on the local community, and photographic images of attendees and events are to be preserved as important visual records. Individual papers presented by conference attendees, handouts, transparency slides, and similar presentation materials are considered personal papers and are not to be retained as SAA official records.

9. Awards. The SAA presents a variety of awards to individuals and groups for outstanding

achievements. Information on the development and operational procedures of each award is critical to understanding its purpose and any changes to it through time. Lists of recipients and citations of presentations are published in the May issue of *The SAA Archaeological Record* and listed in the final conference program, but correspondence regarding award creation, selection, and with awardees are to be retained.

10. SAA Website. The SAA's website is designed to educate and inform a wide variety of interested individuals throughout the world on the purpose and activities of the organization. On an annual basis, the webmaster must preserve copy of the website on the best available format for preservation purposes.

11. Elections. Annually, the SAA holds elections to fill vacant positions on the Board of Directors, as well as positions on the Nominations Committee. Elections may also include changes to the by-laws or an issue or issues on which member input is requested. A copy of the full ballot, including supporting documentation, and the final election report must be preserved.

12. Online Seminars. The SAA produces online seminars. Correspondence regarding learning outcomes and objectives, contracts with speakers, and the final recording are to be retained.

13. Government Affairs. The SAA creates letters and statements to public officials about the archaeological record and provides testimony on issues impacting archaeological resources. The records to be preserved are the final products, previous drafts when significant changes were made, and substantive correspondence about their development when a Committee is assigned to draft a letter about an issue. Meeting notes of the Government Affairs Committee and International Government Affairs Committee are to be retained.

14. Memorabilia and Merchandise. The SAA produces various memorabilia (i.e., commemorative items such as the trowel celebrating the 75th anniversary of the SAA) and merchandise (i.e., shirts, hats, daypacks, mugs, pins) that vary in type and style over time. The SAA archive at the NAA does not include objects, however, every effort is to be made to take and retain a high-resolution image of each item of memorabilia or merchandise each year.

Acquisition and Transfer to NAA

The SAA primarily acquires records for archiving by submission from the SAA Officers identified in the “Contributors of SAA Official Records” section acting in their official capacity to the SAA Archive Committee. Occasionally, donation may occur if, for example, a family member finds records from a deceased SAA member who was not able to submit the official records created under their charge. Beginning with the adoption of this Scope and the execution of a Transfer Agreement with the NAA, a communication will be issued to all current SAA Officers as defined in “Contributors of SAA Official Records” above noting the requirement to assemble the records identified for retention in this Scope and submit them to the Archive Committee within six (6) months after the end of their term. Transfer by a SAA Officer may also occur on an annual basis, if that is preferred. Each SAA Officer is to provide the Archive Committee with an inventory of the records submitted using the “Types of Records to be Archived” section of this Scope, along with the record format.

The Archive Committee is responsible for ensuring that the submitted or donated records are in compliance with this Scope; eliminating duplicates; creating a basic inventory of the records received, reviewed, and accepted; and transferring the records to the NAA for archiving. It is also responsible for evaluating the nature and extent of the intellectual property of the SAA Officer or donor and evaluating

whether the SAA Officer or donor has consented to release confidential information to SAA and NAA. They will destroy any items they cull, unless a donation is rejected at which time the materials shall be returned to the donor. Furthermore, the Archive Committee represents the Board of Directors in accepting title to and responsibility for non-official records transferred or donated by donors not identified in “Contributors of SAA Official Records” section above. If the members of the Archive Committee cannot agree on a proposed donation, the matter is to be sent to the Board of Directors for a final decision. The SAA Secretary prepares any deeds of gift, letters of thanks, acceptance, or rejection, and transmits them, as appropriate, to the donor or other source of acquisition.

SAA staff also prepares official records for archiving following the section “Types of Records to be Archived” above, particularly pertinent records in Corporate Documents, Governance Documents, Planning Documents, Financial Documents, Business Operations, Conference Documentation, Awards, SAA Website, Elections, Online Seminars, Government Affairs, and Memorabilia and Merchandise. SAA staff prepares and directly transfers official records to the NAA for archiving. A copy of the inventory is to be sent to the Chair of the Archive Committee to help ensure that duplicates are not transferred to the NAA.

The submission of records is regarded by SAA and NAA as a permanent transfer of ownership³ from SAA to NAA, except if SAA establishes its own permanent archives. The circumstance of SAA establishing its own archive elsewhere is the only time that SAA records may be withdrawn, in whole or in part, from NAA.

The SAA strongly discourages the acquisition of donations with restrictions or limiting conditions, such as copyright, except in extenuating circumstances whereby the material is of sufficient significance that reasonable accommodation might be offered. The SAA Archive Committee makes clear to all donors that the donation of records for archiving results in the transfer of ownership, copyright, and intellectual property to the SAA and then to the NAA. The Committee also evaluates any submission of records with a restriction and, if the members cannot agree, sends the matter to the Board of Directors for a final decision.

The SAA is not to be a partner to, or encourages in any way, the trafficking in illicitly collected materials. All acquisitions must be collected, exported, imported, transported, or otherwise obtained and possessed in full compliance with the laws and regulations of the country of origin, the United States federal government, and the individual states of the United States. The SAA also is not a partner to accepting materials where the intellectual property of the donor is not clear or is clouded or where confidential information is being provided without clear indication of consent to release that information to a third party.

Uses of SAA Records Archived at the NAA

The SAA's official records are to be deposited at the NAA where ownership of these records shall pass from the SAA to NAA upon acceptance by NAA. The SAA archive or any portion is not to be withdrawn from the NAA under any circumstance except if the SAA establishes its own permanent archive elsewhere.

Access to the SAA archived records is provided by the NAA. The contents of this archive may be used for exhibits, research, publications, other interpretive media, or such other purposes as NAA permits with

³ SAA retains copyright in its publications and trademark of its name, logo, and the title of its publications.

primary consideration given to the preservation of each item and of the archive as a whole, as well as accurate interpretation.

Unless otherwise specified, records archived by the NAA are to be accessible for research after ten (10) years from the date of their creation. At the discretion of the SAA, longer access restrictions, no greater than fifty (50) years, may be placed upon specific bodies of records. The SAA Archive Committee or SAA staff is to identify any bodies of records that require an access restriction period longer than ten years when they transfer records to the NAA. SAA Officers shall be allowed to consult all records as necessary to transact current business, whether or not they are still withheld from research use.

When any SAA archived records are opened by NAA for research, NAA will be responsible for informing researchers of the requirement to obtain clearance from writers (or their descendants) of letters or other papers possibly not covered by the SAA's transfer of ownership to NAA. NAA has the right to microfilm, digitize, or otherwise duplicate any records for preservation and research purposes and to permit others to do so in accordance with NAA standard operating policies.

Restrictions

Restrictions may be placed on the publication of images or manuscripts in the SAA archive if, upon rare occasions, these materials are subject to copyright and the SAA does not hold the copyright.



Deborah L. Nichols
President, The Society for American Archaeology
Date



Joshua Bell
Acting Director, National Anthropological Archives
5/21/21

APPENDIX A: GLOSSARY⁴

Access restriction – A period of time in which users are allowed or denied access to archival records, often in order to protect confidentiality or personal privacy, or to preserve materials.

Archive – An organization’s entire preserved body of interrelated and interdependent records.

Archives – 1) The location where an archive is stored. 2) Multiple, unrelated archival collections.

Copyright - A legal protection for creative intellectual property works.

Correspondence – 1) Written communication typically addressed to a specific individual or group and sent by courier, post, or electronically, including letters, e-mail, postcards, telegrams, memorandum, and facsimile (fax). 2) The process of communicating in writing, including e-mail. Substantive correspondence is that which is important and meaningful such that it significantly alters or improves the outcome of the final product being communicated.

Cull - The process to remove and dispose of unwanted materials, usually duplicates.

Deed of gift - An agreement transferring legal title (i.e., ownership) to property without an exchange of monetary compensation. Occasionally, it may include restrictions on access and use.

Donation – Material for which legal title is transferred from one party to another without compensation.

Finding aid: A textual or electronic tool that assists researchers in locating or using archival collections. It is a description that typically consists of contextual and structural information about an archival resource.

Image - A representation of the appearance of something or someone; a picture. Includes photographic prints, negatives, color transparencies (slides), and digital images.

Officers – SAA Officers are the President, President-Elect, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect.

Official record - A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity.

Personal papers – Records created and originally kept by an individual outside of their official capacity and function as the archive of that individual. Examples might be personal correspondence about SAA Committee or Task Force matters that was not included in the submission of official records by a Committee or Task Force Chair, or individual papers presented by SAA conference attendees, handouts, transparency slides, and similar presentation materials.

Processing: The arrangement, description, and housing of archival materials for storage and use by researchers and others.

⁴ The majority of definitions provided are adapted from the Society of American Archivist’s Dictionary of Archives Terminology at <https://dictionary.archivists.org/index.html>.

Record – Information that is recorded in many different types of formats including, but not limited to, paper, e-mail, electronic document software, spreadsheets, web pages, databases, analog and digital audio files, analog and digital video files, photographs, and ephemera, and has value as evidence of institutional activity. Not all recorded information constitutes a record. The International Organization for Standardization defines a record as “information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business”.

Record series: A set of records grouped together because they relate to a particular subject or function, or result from the same activity.

Sound recording - Any medium capable of capturing and reproducing an audible signal, including phonograph records, magnetic tape, compact discs, and computer files. The term does not include multimedia recordings that include sound, such as the soundtrack on a motion picture.

Transfer - The process of moving records as part of their scheduled disposition, especially from an office to an archives or from a SAA record creator to the SAA Archive Committee.

APPENDIX B: SAA Document Retention and Destruction Policy

Dated 2008

SAA Documents Retention and Destruction Schedule

Administration, Human Resources, Fund Development & Financial (Exec Dir)

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Correspondence – General	Exec Dir	Server	Permanent	History	Periodically, but no sooner than 10 years after creation
Administration: 1) Contracts	Exec Dir	Central Files	In Effect- Permanent Expired – 7 years	Legal	No
2) DC Annual Report and Registered Agent Identification	Exec Dir	Central Files	Permanent	Legal	No
3) Exemption Letters	Exec Dir	Central Files	Permanent	Legal	No
4) Incorporation Papers	Exec Dir	Central Files	Permanent	Legal	No
5) Insurance Policies	Exec Dir	Central Files	Current – Permanent Expired – 10 years	Legal	No
6) Lease	Exec Dir	Central Files	7 years after expiration	Legal	No
7) Security - Building	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Working	No
Financial 1) Working Files (budgets, workpapers, audits, financials etc.)	Exec Dir	Exec Dir Office	Current & Historical – As valuable	Working	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
2) Approved Budget Notebooks (w/ justifications)	Exec Dir	Acctg Office	Indefinite	Historical	Eventually
3) Monthly Financials	Exec Dir	Acctg Office 1996-2006; 2006- Server	Permanent	Historical, Legal	No
4) Monthly Investment Statements	Exec Dir	Acctg Office	7 years	Legal	No
5) Audits	Exec Dir	Outside Acctg Office	Permanent	Legal; Historical	Eventually
6) Overhead Calculations	Exec Dir	Exec Dir Office	Current	Working	No
7) SAA by the Numbers	Exec Dir	Exec Dir Office	Permanent	History	Yes, periodically
8) Gift Files	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Working	No
9) Planned Giving	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Working	Samples of brochures on retirement of brochure
Human Resources: 1) Personnel Files	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Legal	No
2) Prospective Employee Files	Exec Dir	Exec Dir Office Locked Cabinet	Until position is filled	Working	No
3) Terminated Employee Files	Exec Dir	Locked cabinet Intern Office	Permanent	Legal	No
4) 1-9	Exec Dir	Exec Dir Office Locked Cabinet	Permanent in Each Personnel File	Legal	No
5) Job Descriptions – Current	Exec Dir	Server	Permanent	Working	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
6) Emergency Contacts File	Exec Dir	Work Room File Cabinet	Working File	Reference	No
7) Employee Manual	Exec Dir	Server	Current Employees	Reference	No
8) Summary Plan Descriptions Medical/Dental (Benefits)	Exec Dir	Exec Dir Office Locked Cabinet	Permanent while in effect Expired – 10 years	Legal	No
9) Retirement Plan Document	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Legal	No
10) Emergency Contacts File	Exec Dir	Work Room File Cabinet	Working File	Reference	No
11) Security Access Files (all online systems)	Exec Dir	Exec Dir Office Locked Cabinet	Permanent	Working	No

SAA Documents Retention and Destruction Schedule

Governance

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Board of Directors: 1) Documents & Agenda	Exec Dir	Exec Dir Office/Conference Rm Library	Permanent	Legal	Eventually
2) Minutes	Exec Dir	Exec Dir Office/Conference Rm Library; Web	Permanent	Legal	Yes
3) Board and Committee Handbook	Exec Dir	Web	Current Version	Administrative	Yes, samples periodically
4) Bylaws	Exec Dir	Central Files/Web for current version	Permanent	Administrative	Will be conveyed with web cd
5) Bylaws Ballots	Exec Dir	Central Files	Permanent	History, Working	Periodically
6) Foundation Concept Files	Exec Dir	Central Files	Permanent	Historical	Yes, when value as a reference file is diminished.
7) Policy Manual	Exec Dir	Server & Web	Permanent	Legal, Administrative	Web version will be included with cd of web burned periodically
8) President's Correspondence	Exec Dir	Central Files	Permanent	History	Yes
9) President's Files	Exec Dir	Custody of president	Permanent	History	Receive from president after close of service and convey

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
10) Call to Meetings	Exec Dir	Server	Current Version	History, Working	No
11) Board Correspondence	Exec Dir	Server	Permanent	History	
12) Committee Files	Exec Dir	Central Files	Permanent	History	Periodically
13) Committee Charges and Composition	Exec Dir	Server	Current Version	Legal, Working	No
14) Fundraising Committee Files and Activities	Exec Dir	Exec Dir Office	Permanent	History	Eventually

SAA Documents Retention and Destruction Schedule

Financial and Administrative Services

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Accounts payable	Coordinator, Fin & Admin	Current and previous years go to file cabinet outside Acctg office, older files got to Strg room	7 years	Legal	Certified Destruction
Accounts receivable	Exec Dir	Current and previous years go to Acctg office, older files got to Strg room	7 years	Legal	Certified Destruction
Audit reports	Exec Dir	Acctg office	Permanent	Legal	yes
Bank Reconciliations	Exec Dir	Server	Indefinite	Legal	
Bank Statements	Exec Dir	Acctg office	7 years	Legal/ working	Certified Destruction
Chart of Accounts	Exec Dir	Server	Permanent	Working	yes
Voided Checks	Exec Dir	Current and previous years go to Acctg office, older files got to Strg room	7 years	Legal	Certified Destruction
Correspondence: Routine with customers and/or vendors	Coordinator, Fin & Admin		2 years	Legal	Certified Destruction
Depreciation schedules	Coordinator, Fin & Admin	Acctg Office	Permanent	Working	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Duplicate deposit slips	Coordinator, Fin & Admin	Current and previous years go to Acctg office, older files got to Strg room	7 years	Legal	Certified Destruction
Garnishments	Coordinator, Fin & Admin		7 years	Legal	Certified Destruction
General Ledgers/ year end trial balance	Coordinator, Fin & Admin	Acctg Office	Permanent	Legal	yes
Inventories of products materials and supplies	Coordinator, Fin & Admin	Server	Current	Legal	Certified Destruction
Invoices (to customers, from vendors)	Coordinator, Fin & Admin	Server	Indefinite	Working	
Accounting Journals	Exec Dir		Permanent	Legal	Yes
Purchase orders: accounting department copy	All staff	Acctg office	7 years	Legal	Certified Destruction
Purchase orders: Other copies	Exec Dir	Manager files	1 years	Legal	Certified Destruction
Subsidiary ledgers	Exec Dir	Acctg Office	7 years	Legal	Certified Destruction
Tax returns and worksheet, revenue agents reports and other documents relating to determination of income liability	Exec Dir	Acctg office & Larson Allen	Permanent	Legal	
Timesheets	Coordinator, Fin & Admin	Coordinator office cabinet	7 years	Legal	Certified Destruction
990 Public Inspection Copy	Exec Dir	Locked Cabinet in Exec Dir office	Permanent	Legal/ working	No

SAA Records Retention Schedule

Education and Outreach

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Correspondence – General	Mgr. Education & Outreach	Server	Permanent	Historical	Yes
Grants & Cooperative Agreements	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes
1. BLM	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes
2. BOR	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes
3. Dept. of Army	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes
4. Fish and Wildlife	Mgr. Education & Outreach	Central Files	Permanent	Historical	yes
5. NPS	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes
6. NSF	Mgr. Education & Outreach	Central Files	Permanent	Historical	yes
7. SCS	Mgr. Education & Outreach	Central Files	Permanent	Historical	yes
8. Tenn. Valley Authority	Mgr. Education & Outreach	Central Files	Permanent	Historical	Yes

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
PEC Files	Mgr. Education & Outreach	Education Office	Permanent	Historical	yes
Program Files 1. Administrative	Mgr. Education & Outreach	Education Office	Current + 5 years	Working	No
2. Annotation Project	Mgr. Education	Education Office	Permanent	Historical	Yes
3. Annual Meetings, Conferences & Task Groups	Mgr. Education & Outreach	Education Office	5 years	Working, Historical	No
4. Arch. Education Network Coordinator Pilot	Mgr. Education & Outreach	Education Office	Permanent	Historical	Yes
5. Archaeology & Public Education	Mgr. Education & Outreach	Server	Permanent	Historical	Yes
6. Budget	Mgr. Education & Outreach	Education Office	5 years	Working, Historical	No
7. Archaeology for the Public	Mgr. Education & Outreach	Server	Permanent	Working Historical	Yes
8. Career Brochures	Mgr. Education & Outreach	Education Office	Permanent	Working, Historical	Yes
9. Fact Sheets	Mgr. Education & Outreach	Education Office	Permanent	Working, Historical	Yes
10. Bookmarks	Mgr. Education & Outreach	Education Office	Permanent	Working Historical	Yes
11. Departmental Survey	Mgr. Education & Outreach	Server	Permanent	Historical	Yes

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
12. Harris Poll	Mgr. Education & Outreach	Education Office and Server	Permanent	Historical	Yes
13. Public Education Publications	Mgr. Education & Outreach	Education Office & Server	Permanent	Historical	Yes
14. Exhibits	Mgr. Education & Outreach	Education Office	Permanent	Historical	Yes

Documents Retention and Destruction Schedule

Government Affairs Program

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Policy Issues	Manager, Government Affairs	Govt. Affairs Office; Server	Permanent	Reference	When complete
Govt. Affairs Committee Correspondence	Manager, Government Affairs	Govt. Affairs Office; Server	Permanent	History	Yes
Government Affairs Monthly Updates; other communications	Manager, Government Affairs	Govt. Affairs Office; Server	Permanent	History	Yes
Lobbying Disclosure Forms	Manager, Government Affairs	Govt. Affairs Office; Server	Permanent	History	No
Procedures Manual	Manager, Government Affairs	Govt. Affairs Office; Server	Permanent	Working File	No

SAA Documents Retention and Destruction Schedule

Information Services

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
SAA Servers Database/Backups	Mgr., Information Services	Offsite Storage (Magnetic Tapes)	Permanent	Reference; Backup	No
iMS Database Table Layouts	Mgr., Information Services	Mgr., Information Services' Office Files	Permanent	Working	No
iMIS Modules Manuals	Mgr., Information Services	Mgr., Information Services' Office Files	Permanent	Working	No
System Documentation (Software & Hardware)	Mgr., Information Services	Mgr., Information Services' Office Files	Permanent	Working	No
Database Structures	Mgr., Information Services	SAA Server (Electronic Files) Offsite Storage	Permanent	Working	No
Maintenance Contracts	Mgr., Information Services	Mgr., Information Services' Office	Current plus 7 years	Reference	No
Licensing Agreements	Mgr., Information Services	Mgr., Information Services' Office	Permanent	Legal	No
Correspondence, General (Electronics)	Mgr., Information Services	Server	Indefinite	Working	No

SAA Documents Retention and Destruction Schedule

Information Services

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
SAAweb pages	Mgr., Information Services	SAA Server (Electronic Files)	Permanent	History	Yes
Job Web ads requests	Mgr., Information Services	Mgr., Information Services' Office	1 year beyond posting termination	Reference	No
Procedure manual	Mgr., Information Services	Server Copy transferred to Exec. Dir.	Current	Working	No
Password File	Mgr., Information Services	Server Copy transferred to Exec. Dir.	Permanent	No	No
Configuration files	Mgr., Information Services	SAA Server (Electronic File)	Permanent	No	No

SAA Records Retention Schedule

Meetings and Workshops

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Continuing Education 1) Course Evaluations	Exec Dir	Central Files	Permanent	Working	No
2) Course Proposals	Exec Dir	Prof Development Committee	Permanent	Working	No
Meeting:					
Allied Meetings	Exec Dir	Exec Dir	Current year until financial obligations dispensed	Working	No
Billings		Accounting Files	7 years	Legal	No
Child care	Exec Dir	Central Files	Permanent	Historical	No
Convention Center and Hotel Contracts	Exec Dir	Central Files (current year in Exec Dir's office)	7 years beyond expiration	Legal	No
Evaluations	Exec Dir	Central Files	Permanent	History	Periodically
Forms	Exec Dir	Server	Permanent	Working	No
General Correspondence	Exec Dir	Server	Current	Working	No
Insurance – Meeting Cancellation	Exec Dir	Central Files	While active; 7 years post-meeting	Legal	No
Brochures/Promotional Materials	Mgr Publications	Server – electronic; store room	Permanent	History	Hard copies Periodically

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Preliminary Program	Mgr Publications	Server-electronic; storeroom	Permanent	History	Hardcopies Periodically
Resume	Exec Dir	Server	Indefinite	Working	No
Final Program	Mgr Publications	Server – electronic; Storeroom	Permanent	History	Periodically
Abstracts	Mgr Publications	Server-electronic; storeroom	Permanent	History	Periodically
Session Attendance	Central Files	Server/Central	Permanent	History	Periodically
Statistics	Exec Dir	Exec Dir Office	Permanent	History	After usefulness has passed
Transportation Arrangements (Official Carriers) – Contracts	Exec Dir	Exec Dir Office	While active; 7 years post meeting	Legal, Working	No
Volunteer Program	Coordinator, Admin Svcs	Server	Current- 1 year previous; black list indefinite	Working	No
Bids from Cities	Exec Dir	Central Files	Until Selection Made; longer if city to be re-visited	Working	No

SAA Documents Retention and Destruction Schedule

Publications

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Administrative: 1) Printer Contracts	Mgr, Publications	Central Files	Permanent	Legal/History	No
2) Editorial Manager Contract	Mgr, Publications	Central Files	Permanent	Legal/History	No
3) JSTOR agreement	Mgr, Publications	Central Files	Permanent	Legal/History	No
4) Trademark agreements	Mgr, Publications	Central Files	Permanent	Legal/History	No
5) License agreements	Mgr, Publications	Central Files	Permanent	Legal/History	No
6) Copyright forms	Mgr, Publications	Central Files	Permanent	Legal	No
7) Correspondence	Mgr, Publications	Mgr, Publications Office/Server	Working File	Reference	No
8) Library of Congress Registration Forms	Mgr, Publications	Mgr, Publications Office	Permanent	Legal	No
9) Monograph Production Files	Mgr, Publications	Mgr, Publications Office	1 Year	Working	No
10) Permissions Granted	Mgr, Publications	Central Files	Permanent	History/Legal	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
11) Postage Receipts	Mgr, Publications	Mgr, Publications Office	Permanent	Working	No
12) Postal Permit File	Mgr, Publications	Central Files	Permanent	Working	No
13) Printed books/brochures	Mgr, Publications	Store Room	Permanent	History/ Working	Periodically
14) Print Run Statistics	Mgr, Publications	Central Files	Permanent	Reference	No
15) Royalty statements	Mgr, Publications	Mgr, Publications Office	Permanent	Administrative	No
Annual Meeting Publications: 1) electronic files	Mgr, Publications	Server	Permanent	History/ Working	No
2) Printed Books and Materials	Mgr, Publications	Library	Permanent	History/ Working	Periodically
3) Production Files	Mgr, Publications	Mgr, Publications Office/Server	Permanent	Working	No
Artwork: 1) Annual Meeting Photos	Mgr, Publications	Central Files	Permanent	History	Periodically
2) Current journal cover designs	Mgr, Publications	Server	Permanent	Reference	No
3) Film from printer for monographs and other publications	Mgr, Publications	Store Room	Permanent	History	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
4) Original Artwork from Authors	Mgr, Publications	Old: Mgr, Publications Office New (last 5 years): Server	Send back to authors after printing	Working	No
5) Previous journal cover designs	Mgr, Publications	Central Files	Permanent	History	No
6) Production file for cover designs	Mgr, Publications	Central Files	Permanent	History	No
7) SAA Original Corporate Artwork	Mgr, Publications	Mgr, Publications Office	Permanent	Working/ History	No
Journals and Magazine: 1) Author and Editor Galleys	Mgr, Publications	Mgr, Publications Office	1 year	Working	No
2) Bound volumes	Mgr, Publications	Library	Permanent	History	No
3) Editor Reports	Mgr, Publications	Central Files	Permanent	Working	Through Board Documents
4) Editor RFPs	Mgr, Publications	Central Files	Permanent	History	No
5) Electronic Files sent to Printer	Mgr, Publications	Mgr, Publications Office	Permanent	History/ Administrative	No
6) Printed volumes	Mgr, Publications	Store Room	Permanent	History	Annually
The SAA PRESS					
1) Book Contracts	Mgr, Publications	Central Files	Permanent	Legal/History	No
2) Marketing files	Mgr, Publications	Mgr, Publications Office	Permanent	Working/History	No

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
3) Author and Editor Galleys	Mgr, Publications	Mgr, Publications Office	1 year	Working	No
4) Printed volumes	Mgr, Publications	Store Room	Permanent	History	Annually
Media Relations 1) Contact Files	Mgr, Publications	Server	Permanent	Working	No
2) Media List	Mgr, Publications	Server	Permanent	No	No

SAA Documents Retention and Destruction Schedule
Membership Support, Development, & Programs

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Administrative					
Correspondence – General (email)	Mgr, Membership & Marketing.	Saved on C: drive of Mgr, Membership & Marketing PC	One Year	Reference	One Year
Procedures Manual	Mgr, Membership & Marketing.	Server	Permanent	Reference	No
Council of Affiliated Societies (CoAS)					
CoAS Applications and Guidelines	Mgr, Membership & Marketing.	Central Files	Permanent	Reference	Yes
CoAS Correspondence	Mgr, Membership & Marketing.	Saved on C: drive of Mgr, Membership & Marketing PC	One Year	Reference	Yes
Interest Groups (IG)					
IG Correspondence	Mgr, Membership & Marketing.	Saved on C: drive of Mgr, Membership & Marketing PC	One Year	Reference	No
IG Proposals	Mgr, Membership & Marketing.	Central Files	Permanent	History	Yes
IG Newsletters	Mgr, Membership & Marketing.	Mgr, Membership & Marketing Filing Cabinet	Permanent	History	Yes

IG Guidelines	Mgr, Membership & Marketing.	Central Files/Server	Permanent	Reference	Yes
Membership					
Affinity Program Contracts	Mgr, Membership & Marketing.	Central Files	Permanent	Legal	No
Affinity Program Correspondence	Mgr, Membership & Marketing.	Central Files / Saved on C: drive of Mgr, Membership & Marketing PC	Permanent	Reference	No
Membership Brochures	Mgr, Membership & Marketing.	Mgr, Membership & Marketing Filing Cabinet / Archives	Permanent	History	Yes
Merchandise (SAAgear) files	Mgr, Membership & Marketing.	Mgr, Membership & Marketing Filing Cabinet	5 years	Reference	No
Renewal Files (Invoices, Letters, Envelopes, and Postcards)	Mgr, Membership & Marketing.	Mgr, Membership & Marketing Filing Cabinet / Archives	Permanent	History	Yes
Monthly Membership Stats	Mgr, Membership & Marketing.	Server	Permanent	History	No

Record Title or Description

	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Scholarships					
Correspondence – General (email)	Mgr, Membership & Marketing.	Saved on C: drive of Mgr, Membership & Marketing PC	One Year	Reference	No
ACP/NSF Applicants	Mgr, Membership & Marketing.	Mgr, Membership & Marketing Filing Cabinet	7 years	Legal	No

ACP/NSF Applications & Info Mgr, Server Permanent Administrative No
 Membership & Marketing.

Record Title or Description	Position Title	Primary Location	Retention Period	Reason for Retention	Convey to Archives
Administrative					
Correspondence – General (email)	Coordinator, Mem & Marketing.	SAA Server: MEMASST folder	One Year	Working/Reference	No
Subscriptions					
Subscriber Claims	Coordinator, Mem & Marketing.	Coordinator, Mem & Marketing Filing Cabinet	Current Year +6 months (history in iMIS)	Reference	No
Subscriber Correspondence	Coordinator, Mem & Marketing.	Coordinator, Mem & Marketing Filing Cabinet	One Year	Working/Reference	No
Committees					
Comm. Appointment Letters	Coordinator, Mem & Marketing.	Coordinator, Mem & Marketing Filing Cabinet	5 years (history in iMIS)	Reference	No
Volunteer Program					
Vol. Applications	Coordinator, Mem & Marketing.	Coordinator, Mem & Marketing Filing Cabinet	1 year	Working	No
Volunteer Correspondence	Coordinator, Mem & Marketing.	SAA Server: MEMASST Volunteer folder	1 year	Reference	No
Volunteer Blacklist	Coordinator, Mem & Marketing.	SAA Server: MEMASST Volunteer folder	Permanent	Reference	No
Membership					

Member Claims	Coordinator, Mem & Marketing	SAA Server: MEMASST Folder	Current Year +6 months (history in iMIS)	Working	No
Participant Waiver Requests	Coordinator, Mem & Marketing	Coordinator, Mem & Marketing Filing Cabinet	1 year	Reference	No