

## 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) archive.<sup>1</sup> 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 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 empower its members to understand humanity's past through ethically-based scientific and humanistic investigation, to promote preservation of archaeological resources and cultural heritage through support of legislation and education, to create collaboration between the profession and descendant communities, and to assist professional growth.

### **Contributors of SAA Official Records**

The SAA's official records include a variety of materials in many formats. Records are produced by or for the following SAA positions acting in an official capacity at any time during the history of the SAA: elected and appointed Board 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, Task Force, and Interest Group 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 contributors listed above will create SAA official records during their term, such as a member of the Board of Directors (Board) who is not an Executive.

Other contributors of official records are SAA staff.

(NOTE: Contributors should review the "Acquisition and Transfer to NAA" section below on the preparation and submission guidelines.)

### **Types of Records to be Archived**

The SAA's mission supports the creation, acquisition, and preservation of official records to be

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<sup>1</sup> See Appendix A for a glossary of terms used in this Scope.

archived. Only records with a direct association to the SAA are to be included in the archive. There are some official SAA records that contain confidential information. Their retention, submission, and access requirements are discussed in the “Acquisition and Transfer to NAA” section below. Official records include written correspondence, reports, meeting notes or minutes, images, sound recordings, videos, 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, as well as redundancy, while ensuring that the archive remains relevant to the SAA's goals.

The SAA has a Document Retention and Destruction Policy (DRDP) that was adopted in a motion by the Board in 2008 and then revised and approved by the Board in 2023 (Appendix B). Compliance with this policy is distinct from the Scope. However, all work performed under this Scope must align with the 2023 DRDP and all subsequent 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 containing SAA official records are donated to an archive 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 by the appropriate SAA contributors and submitted for archiving at the NAA as discussed in the “Acquisition and Transfer to NAA” section below.

**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. Final records 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/local organizations relevant to organizational business operations including various annual forms.
- c. Co-publication agreements with presses.
- d. Documentation of formal relationships with other organizations, such as the Register of Professional Archaeologists, Digital Antiquity, and the National Park Service.
- e. 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 include all materials that define the organization, structure, policies, principles, and operational procedures of the SAA. Most are captured for archiving via the Board books. Changes to these documents must be preserved, along with the text and results of formal votes and substantive, related correspondence. Governance records also preserve failed efforts to change these documents (including text, significant correspondence, Committee activities, and records of meetings) and provide a full historic view of SAA development. Cross-references to official meeting records 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 SAA. Published documents are the official versions of these documents.
- b. Policies and Statements. Policies and statements contain the principles adopted by the SAA to determine present and future courses of action. SAA statements, as well as guidelines, are documents that inform members, legislators, and the public about issues that affect the careers and practice of archaeologists. All policies and statements, changes to their texts, and documentation related to their development and implementation, including versions sent to the membership for review and a summary of the comments, must be preserved. Only critical drafts that reflect significant changes to the development of issued policies and statements are to be retained.
- c. Procedures. The SAA historically has developed and evolved several manuals documenting accepted procedures of the organization. These include the Procedures Manual that describes responsibilities of Officers, representatives, and Committee Chairs and the guidance for an incoming Program Chair about the processes for organizing the annual conference. Some SAA staff manuals (i.e., Government Affairs Manager) must be retained because they contain significant information about the activities of the position. These documents change over time; preservation of all issued documents and correspondence related to the evolution of the documents are important to understanding the philosophical changes of the organization. The records associated with procedures also include any versions sent to the membership for review and a summary of the comments.
- d. Board Books and Meeting Minutes. The Board books are comprised of Committee, Task Force, SAA staff, and other reports that provide the background and information necessary to brief the Board about the current business of the SAA that they must address at their meetings.
- e. Records of Official Votes Outside Meetings. The Board may vote on issues throughout the year using telephone, e-mail, or other methods 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, significant 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, Task Forces, subcommittees, and Interest Groups, 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 approved under the Survey Project Oversight Subcommittee of the Board (SPOSB), guidance, reports, significant 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. Much of this work is done through Committee efforts<sup>2</sup>, sometimes as directed by the Board, and at other times by individuals and subcommittees. These materials include the final tangible product, in addition to the proposal, relevant contract documents, and product reviews. Only document drafts and raw videos<sup>3</sup> that reflect significant changes in the development of final products are to be preserved. Videos should be submitted with a consent form by all participants in the video and, if possible, a transcript.

**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 them, 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.
- Annual audits by outside agencies.
- Reports, findings, special projects, and meeting notes of the Investment, Finance, and Fundraising Committees.

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 Service inspection or other audits for seven (7) years. Documents that 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 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. Refer to the DRDP (Appendix B) for the retention protocol of business operation documents. 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 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, SAA staff member, 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*

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<sup>2</sup> Specific Award and Scholarship Committee work products are under Awards and Scholarships; Government Affairs Committee, International Government Affairs Committee, and Repatriation Committee work products are under Government Affairs; Investment Committee, Finance Committee, and Fundraising Committee work products are under Financial Documents; and Publication Committee work products are under Publications.

<sup>3</sup> Raw videos are only to be archived if they contain significant footage that was not included in the final product, such as might occur if an hour-long raw video is edited to 15 minutes. This is best determined by the originator.

*Record* (previously the *SAA Bulletin*). The publications themselves have been filed with the Library of Congress during assignment of copyright since 1971 and the SAA office also serves as a repository for these publications. Only publications that were not copyrighted before 1971 are to be archived at the NAA. There are other publications authorized by the SAA, such as *Archives of Archaeology* beginning in the 1950s, that must be archived. 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 must be retained. These include 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*.

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; 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, event guide, and Annual Meeting Abstracts book must be archived. Individual SAA members may send their abstract to The Digital Archaeological Record (tDAR) at the Arizona State University for preservation and access. Final reports, negotiations and agreements, and other organizational information documented through correspondence preserve details about conference arrangements. 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 and Scholarships.** The SAA presents a variety of awards and scholarships to individuals and groups for outstanding achievements. Information on the development, operational procedures, and special projects of each award and scholarship is critical to understanding its purpose. Any changes to an award or scholarship must be discussed in Committee reports to the Board. Each Award and Scholarship Committee's report to the Board must include a summary of the Committee's selection. 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. Information about the nominations of individuals for awards and scholarships, including nomination forms, notification letters, and lists of applicants must be destroyed and not archived. The meeting notes for award committees are confidential and should not be archived. Promotional materials, e.g., brochures and graphics, are not to be retained.

**10. SAA Website.** The SAA's website is designed to educate and inform a wide variety of interested individuals worldwide about the purpose and activities of the organization. On an annual basis, the webmaster must preserve a 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 and the Nominations Committee. Elections may 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. Education and Outreach.** The SAA has an active public education and outreach program. The educational resources, studies, conference materials, and meeting notes of the Public Education Committee must be retained. Other products, such as the Public Archaeology Notes, Archaeology for the Public, American Perceptions of Archaeology Poll data, career brochures, fact sheets, exhibits, and bookmarks are also to be archived. The continuing education program products, such as proposals for online seminars, letters of agreement with instructors, seminar recordings, presentation slides and hand-outs, seminar feedback surveys, and proposals for changes to the program must be archived.

**13. Government Affairs.** The SAA has an active government affairs program. It sends letters and writes formal position statements on a variety of policy issues that impact archaeological resources, such as federal and state legislation, including National Historic Preservation Act Section 106 consultations; federal regulations; tribal matters; preservation issues; and issue documents from outside organizations. 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, International Government Affairs Committee, and Repatriation Committee are to be retained. The mass emails to the SAA membership, such as “SAA Positions and Actions”, “SAA Statements and Guidelines”, “Gaining Ground”, and the monthly “Government and International Government Affairs Update” must be retained for archiving.

**14. Memorabilia and Merchandise.** The SAA produces various memorabilia (i.e., commemorative items such as the trowel celebrating the 75<sup>th</sup> 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 should be made to take and retain a high-resolution image of all items of memorabilia or merchandise each year.

### **Acquisition and Transfer to NAA**

The SAA primarily acquires records for archiving by submission from the SAA contributors identified in the “Contributors of SAA Official Records” section acting in their official capacity to the SAA Archive Committee, as well as from the SAA staff following the DRDP. Occasionally, a donation may occur if, for example, a family member or colleague finds records from a deceased SAA member who was not able to submit the official records created under their charge.

Several policies, including the Best Practices for Committee and Task Force Chairs and Board Liaisons, Interest Group Guidelines, Survey Project Oversight Policy, and others, provide direction for record retention and archiving. Additionally, the Archive Committee will periodically contact new Committee, Task Force, and Interest Group chairs about their related duties and remind outgoing chairs about their responsibility to assemble the records identified for retention in this Scope. Records must be submitted to the Archive Committee within six (6) months after the end of a chairperson’s term. Transfer by a SAA Officer may also occur on an annual basis.

All SAA contributors of records must provide the Archive Committee or, in some cases, SAA staff with an inventory of the records they submit using the SAA Records Submission Form (Appendix C). The “Types of Records to be Archived” section of this Scope will help SAA Officers determine what records to submit and to whom. The preferred record format for digital records is PDF/A.

Important information to include on the submission form, when applicable, is:

- How and where the submitter acquired the records of previous SAA contributors, sometimes decades old, if they did not create those records;

- Whether some of the records of a previous SAA Officer or contributor were sent to another archive, including what type of records and to which archive.
- If a group of records are confidential, the submitter may recommend access restriction for a period longer than the standard 10 years from creation.

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 contributor or donor and evaluating whether the SAA contributor or donor has consented to release confidential information to SAA and NAA. The SAA Archive Committee will destroy any culled items, unless a donation is rejected at which time the materials shall be returned to the donor. Furthermore, the Archive Committee represents the Board in accepting title to and responsibility for non-official records transferred or donated by individuals not identified in the “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 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 prepare and directly transfer official records for archiving following the section “Types of Records to be Archived” above and the DRDP, primarily on an annual basis by July 31. This date is appropriate because the summer months are when SAA staff have time to assist with archiving SAA official records. A copy of the records submission form (Appendix C) sent to the NAA must be provided to the Chair of the Archive Committee to help ensure that duplicate records are not transferred to the NAA.

The submission of records is regarded by SAA and NAA as a permanent transfer of ownership<sup>4</sup> 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 for a final decision.

The SAA is not a partner to, or encourages in any way, the trafficking in illicitly collected materials. All acquisitions of objects and records 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 where confidential information is being provided without consent to release that information to a third party.

## **Uses and Restrictions of SAA Records Archived at the NAA**

Access to the SAA archive 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

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<sup>4</sup> 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 staff is to identify any bodies of records that require an access restriction period longer than ten years before they transfer records to the NAA. Committee, TF, and IG chairs, as well as the SAA Archive Committee, may recommend longer access restrictions in the SAA Records Submission Form. The recommendations will be decided by the Executive Director and President before the annual submission of SAA records to NAA. SAA Officers shall be allowed to consult all records as necessary to transact current business, even if they are still withheld from research use.

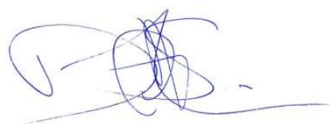
When any SAA archived records are opened by NAA for research, NAA will be responsible for informing researchers of the requirement to obtain clearance from writers (or their descendants) of letters or other papers possibly not covered by the SAA's transfer of ownership to NAA. NAA has the right to microfilm, 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 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.

### **Implementation and Revision**

The implementation of this Scope is essential to its success. All contributors of official SAA records, including SAA Officers, SAA staff, Committee, Task Force, and Interest Group chairs, will be expected to read, understand, and abide by this policy. A copy of this policy should be included in the new position information packets and available on SAA's website.

The SAA Scope of Collection Statement will be reviewed and updated for accuracy at least every five (5) years. The Archive Committee will conduct a first review, with the Board having final approval.



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Signature  
Daniel H. Sandweiss, PhD, RPA  
President, The Society for American Archaeology

March 25, 2024

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date



## APPENDIX A: GLOSSARY<sup>5</sup>

Access restriction – A period of time in which users are 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.

Board book – A compilation of official records provided before a meeting of the Board of Directors for review, discussion, and approval.

Confidential – Restricted information that may require permission to access in order to protect the parties involved.

Consent form – A document that informs participants of an activity (e.g., video) and of any risks that may come with it or rights they are waiving. When the participant signs the form, they agree with the details outlined within.

Copyright – A legal protection for creative intellectual property works.

Correspondence – 1) Written communication typically addressed to a specific individual or group, including mass communications to SAA membership, 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. Significant correspondence is that which is important and meaningful such that it substantively 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.

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

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 on the Board of Directors 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,

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<sup>5</sup> 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>.

transparency slides, and similar presentation materials.

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”.

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

### Document Retention and Destruction Policy

[Updated in Motion 150I-43 (March 2023). 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*.

This Document Retention and Destruction Policy identifies the record retention responsibilities of the **SAA Officers and staff**, as defined in the *Scope of Collection Statement for the Society for American Archaeology Archive*, for maintaining and documenting the storage, destruction, and archiving of the Society's documents and records.<sup>6</sup>

**Terms for Retention.** The attached Documents Retention and Destruction Policy (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, when records are to be archived annually as identified in the "Convey to Archives?" column below, the records should be conveyed to the National Anthropological Archives by July 31 of the year they were produced. 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 capture only the most relevant communications with SAA staff members. 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; does not fall under any category outlined in the Scope of Collections Statement (SOCS) or DRDP. Some examples are: general information about the SAA, membership claims, website issues including password changes and help requests,

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<sup>6</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."

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 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.** SAA staff are responsible for destroying all records identified as “Destroy” in the “Convey to Archives?” column after the retention period is over. In cases where destruction of financial, confidential, or other sensitive material is required, 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 should 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 way.

**Primary Locations of Records.** Physical documents, such as paper, photographs, and CDs, are held in the file cabinets at the SAA HQ office. As physical document work flows have diminished in use, the majority of documents are born digital and remain digital. These documents are primarily located on the email server, currently hosted by Intermedia, and also 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)

Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
ADMINISTRATIVE				
Procedure manual	CFO	Current, plus 1 year	Working	No
FINANCIAL				
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 rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
<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, i.e., federal and state legislation, federal regulations, tribal issues; historic preservation	MGA	Permanent	History	Yes, with access restrictions on sensitive or confidential records
<b>PROGRAM ACTIVITIES</b>				
Policy Issues, i.e., formal position statements and letters on federal and state legislation, i.e., NHPA consultations; federal regulations; tribal issues; preservation issues; important issue documents from outside organizations	MGA	Permanent	History	Yes, annually by July 31 (some are archived via the SAA website in "SAA Positions and Actions"; "SAA Statements and Guidelines"; also in Board books)
Meeting agendas and notes for Advisory Committees	MGA	Permanent	Working; History	Yes, annually
Government and International Government Affairs Monthly Updates	MGA	Permanent	History	No, archived via the SAA website

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Mass communications to SAA members, i.e., SAA Actions; Gaining Ground	MGA	Permanent	History	No, archived via the SAA website
Take Action communications to members, to Hill, and federal agencies from website or other sources	MGA	Permanent	History	Yes, annually by July 31. 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 rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

Record Title or Description	Position Title	Retention Period	Reason of Retention	Convey to Archives?
<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	Potentially yes
Individual members	MIS	Permanent	History	Potentially yes
<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, by July 31
Annual list of SAA members	MIS	Permanent	History	Yes, by July 31
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 rows of records below that are to be conveyed to the NAA are actually sent 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	Convey to Archives?
<b>ADMINISTRATIVE</b>				
Printer Contracts	MP	Current, plus minimally 4 years	Legal; Working	No
Budgets, i.e., meeting program, journals, tSAR	MP	Current, + 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	Potentially Yes
Editors and editorial boards	MP	Permanent	History	Potentially Yes
<b>ANNUAL MEETING PUBLICATIONS</b>				
Event Guide and Preliminary Program (electronic files/PDF only)	MP	Permanent	History; Working	No, archived via the SAA website
Final program (print)	MP	Permanent	History	No, archived via the SAA website

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Final Program Production Files	MP	Long term	Working	No
Abstracts	MP	Permanent	Working/History	No, archived via the SAA website
<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, available through Library of Congress
Editor Reports	MP	Permanent	History	No, archived via Board book
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	No, information on SAA website
Book Production Files (print and ebook)	MP	Long term	Working	No
Author and Editor Galleys	MP	1 year	Working	No
Printed volumes	MP	Permanent	History	No, available via Library of Congress

## Manager, Communications & Fundraising (MCF)

(In the interest of minimizing duplication of effort, the MP is strongly encouraged to work with the Chair of the Committee on Awards and Scholarships to determine who is responsible for ensuring the rows of records below that are to be conveyed to the NAA are actually sent for archiving.)

Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
<b>ADMINISTRATIVE</b>				
Notes from HQ	MCF	Permanent	History	Yes, annually by July 31
Mass emails to members via Constant Contact	MCF	Permanent	History	No, captured on 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		History	Potentially Yes
Scholarship Committees	MCF		History	Potentially Yes
Fundraising committee, i.e., new funds, special appeals, theme of annual appeals	MCF, ED		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	No, award winner info published in TSAR & final program
Notification letters	MCF	Current, plus 1 year	Working	No
Promotional materials, i.e., brochures, graphics	MCF	Permanent	History	Yes

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Winner application package	MCF	Permanent	History	Yes
<b>SCHOLARSHIPS</b>				
Lists of applicants	MCF	Current, plus 7 years	Working	No
Winner Application packages	MCF	Current, plus 3 years	Working	Yes
Citations	MCF	Current, plus 2 years	Working	No, info on award winners in TSAR; published in final program
Notification letters	MCF	Current, plus 1 year	Working	No
Promotional materials, i.e., graphics, brochures	MCF	Permanent	History	Yes
<b>FUNDRAISING</b>				
Annual and other appeal emails	MCF	Permanent	History/Working	Yes
Fundraising reports	ED	Permanent	History	No, archived in Board book

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

Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
<b>ADMINISTRATIVE</b>				
Monthly Membership Stats	SMMM	Permanent	History	Yes
Annual meeting digital photos, i.e., 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, i.e., emails with impact on SAA activities and its future	SMMM	Permanent	History	Potentially yes
Individual members, i.e., ideas that impact membership	SMMM	Permanent	History	Potentially yes
CoAS, i.e., issues of concern by members (not dues renewal notices)	SMMM	Permanent	History	Yes
Interest Groups, i.e., eBlasts	CMS/ED	Permanent	History	Potentially yes
Volunteers	CMS	Permanent	History	Potentially yes
<b>COUNCIL OF AFFILIATED SOCIETIES</b>				
Applications and Guidelines	SMMM	Permanent	Working; History	Yes
Membership drive brochure	SMMM	Permanent	History	Yes
Newsletter	SMMM	Permanent	History	No, archived via the SAA website
<b>INTEREST GROUPS</b>				
Proposals	CMS	Permanent	History	No, archived via Board book

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Newsletters	CMS	Permanent	History	No, on SAA website
Guidelines	CMS	Permanent	History	No, archived via Board books
<b>MERCHANDISE</b>				
SAA gear files, i.e., 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 rows of records below that are to be conveyed to the NAA are actually sent for archiving. Note that rows called Annotation Project<sup>7</sup> and Departmental Survey<sup>8</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	Convey to Archives?
<b>ADMINISTRATIVE</b>				
Budget	MEO	Permanent	Working; History	No, 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	Potentially yes
Members	MEO	Permanent	History	Potentially yes
NPS Cooperative Agreement	MEO	Permanent	History	Yes
<b>PUBLIC EDUCATION COMMITTEE</b>				
Educational resources	MEO	Permanent	History	No, archived via SAA website; Yes, if not on website
Studies	MEO	Permanent	History	No, archived via SAA website

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<sup>7</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>8</sup> Another very 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>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Conferences, i.e., SHA, National Council for the Social Studies	MEO	Permanent	History	No, archived via SAA website; Yes, if not on website
Meeting notes	MEO	Permanent	History	Yes
<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	No, archived via Board books
<b>OTHER PROGRAM ACTIVITIES</b>				
Network of State/Provincial Archaeology Education Coordinators ( <a href="https://www.saa.org/about-archaeology/get-involved-locally">https://www.saa.org/about-archaeology/get-involved-locally</a> ), i.e., significant correspondence	MEO		History	Potentially yes
Archaeology & Public Education, i.e., Public Archaeology Notes	MEO		History	No, archived via SAA website
Archaeology for the Public	MEO		Working; History	Yes
Career Brochures	MEO		Working; History	Yes
Fact Sheets	MEO		Working; History	Yes
Bookmarks	MEO		Working; History	Yes
American Perceptions of Archaeology Poll Data, i.e., 2000 Harris Poll, 2018 Ipsos Poll	MEO		History	Yes. Reports archived via SAA website
Exhibits	MEO		History	Yes



Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
State Archaeology Celebration Poster Contest	MEO		History	No, winner posters archived via TSAR

### Executive Director (ED)

Record Title or Description	Position Title	Retention Period	Reason for Retention	Convey to Archives?
<b>ADMINISTRATIVE</b>				
Routine Contracts, i.e., hotel and meeting logistics	ED	Current, plus 7 years	Legal	No
Contracts that impact the history of SAA, i.e., 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	No, archived via SAA website
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

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
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, i.e., decision documents, Society Updates, & agenda	ED	Permanent	Legal	Yes
Meeting minutes	ED	Permanent	Legal	No, archived via SAA website
Board and Committee Handbook	ED	Current	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	No, archived via SAA website
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	No, archived via SAA website
<b>TAXES</b>				
Tax returns and worksheet, revenue agents reports and	ED	Current, plus minimally 7	Legal	Destroy

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
other documents relating to determination of income liability		years after filing		
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, i.e., budgets, work papers, audits, financials, etc.	ED	Current, plus 7 years	Working	No
Approved Budget Notebooks (w/ justifications)	ED	Permanent	History	No, archived via Board book
Accounts receivable	ED	Current, plus minimally 7 years	Legal	Destroy
Monthly, quarterly, & annual financials	ED	Permanent	History; Legal	No, archived via Board book or in 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	No, archived via the Board book
Fundraising, i.e., fundraising strategy and planning	ED	Permanent	History	Yes
Major donor gift agreements	ED	Permanent	Working; History	Yes
Planned Giving, i.e., brochures on planned annuities	ED	Permanent	Working; History	Yes

<b>Record Title or Description</b>	<b>Position Title</b>	<b>Retention Period</b>	<b>Reason for Retention</b>	<b>Convey to Archives?</b>
Royalty Statements	ED	Current, plus 7 years	Working	No

<b>GRANTS, COOPERATIVE AGREEMENTS, &amp; MEMORANDA OF AGREEMENT</b>				
Proposals (funded and unfunded)	ED	Permanent	History	No, archived via Board book; Yes, if not in Board book
Final agreements, i.e., NPS, tDAR, NSF	ED	Permanent	History	Yes
Significant correspondence, i.e., initial ideas for the grant/CA and key changes in content	ED	Permanent	History	Yes
<b>HUMAN RESOURCES</b>				
Personnel Files	ED	Current, plus 4 years after termination	Legal	No
Prospective Employee Files	ED	Current, plus 4 years of duration of claim or litigation involving hiring practice	Working	No
Terminated Employee Files	ED	Permanent Current, plus 4 years after termination	Legal	No
I-9	ED	Current, plus 3 years after hire or 1 year after termination	Legal	No
Job Descriptions – Current	ED	Permanent	Working; History	Yes
Emergency Contacts File	ED	Current, plus 4 years	Working	No
Employee Employment Manual	ED	Current	Working	No
Summary Plan Descriptions Medical/Dental (Benefits)	ED	Long term	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

**JSTOR** – Journal Storage

**NPS** – National Park Service

**NSF** – National Science Foundation

**PEC** – Public Education Committee

**RFP** – Request for Proposal

**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, negatives, and CDs.

In the “**Retention Period**” column:

- “**Current**” means records are currently being used 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 period of time designated.
- **“Working”** means the records are actively used for SAA work and often provide important reference information.

**In the “Convey to Archives” 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 at the NAA or elsewhere via another document type that is identified.
- **“Potentially yes”** means that there may not be appropriate official records each year to submit to NAA.
- **“Yes”** means that the appropriate SAA staff member is to send the designated records to the NAA.



## APPENDIX C: SAA RECORDS SUBMISSION FORM

### SAA RECORDS SUBMISSION FORM

Submission date:

Name & position of person

# of digital folders:

submitting records:

<b>Name and Position Title of Record Creator</b>	<b>Date of Records</b>	<b>Folder Name</b>	<b>Description of Folder Contents</b>	<b>Name of Files in Folder (be consistent on file names and use ~ 40 characters)</b>	<b>Notes</b> (i.e., if any confidential records; if records need to be restricted at the NAA for longer than 10 years after they were created, recommend the length of the access restriction period)
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