

AIC Records Management Guidelines for Committees
 Draft, April 29, 2004

RECORD TYPE	ARCHIVAL COPY	Committee responsibility	Committee operating files
1. Reports to the Board (activity summaries that are submitted to the Office for inclusion in Board discussions) <i>These reports are submitted to the Office with copies to the appropriate Board Liaison.</i>	AIC Office	Chair submits report to the Office with a copy to the Board liaison.	Retain copies as useful to operations (3 years recommended)
2. Meeting Minutes (official minutes of business meetings as recorded and approved by the organizational unit) <i>AIC guidelines require that minutes of meetings be recorded by the Committee. These are considered official and legal records to be preserved permanently.</i>	AIC Office.	Chair submits record copy of all minutes to the AIC Office before the fall/winter IAG meeting.	Retain copies as useful to operations (3 years recommended)
3. Annual Report (a summary of committee activities and achievements for a given fiscal year). <i>The Annual report of each committee is submitted to the AIC Executive Director. All reports are then edited and published in the AIC Newsletter. A record copy of the newsletter is retained permanently in the AIC office.</i>	AIC News	Prepare annual report.	Retain copies as useful to operations (3 years recommended)
4. Administrative Correspondence (these records include 'thank you' and 'welcome' letters, agenda memos, reminder memos, meeting logistics memos, or any similar record that documents administrative procedures). <i>Although important and often essential in carrying out day-to-day activities, these types of records do not have any permanent value. Evidence of the activities they document can be found in minutes and reports. Retain these records only until the respective administrative task has been completed. Applies to electronic as well as written correspondence.</i>	Not part of Archives	Retain as needed for operations and discard when no longer needed.	Retain as needed for operations and discard when no longer needed.

RECORD TYPE	ARCHIVAL COPY	Committee responsibility	Committee operating files
5. Meeting Programs (official informational brochure that outlines activities of meeting) <i>The AIC office permanently maintains a copy of each Annual Meeting program. If a Committee holds other significant meetings for which a program is created (e.g., focus groups), the Chair is responsible for submitting a record copy to the Office.</i>	AIC Office	Submit a record copy of all programs to AIC Office.	Retains copies as useful to operations.
6. IAG Reports (reports prepared by each group for IAG meetings) <i>Individual reports are prepared by each Committee and submitted to the AIC Office for inclusion in IAG Meeting folder. These are the record copy.</i>	AIC Office	Chair submits reports to the AIC Office.	Retains copies as useful to operations.
7. Publications (any publications created through the AIC office or independently by the committee) <i>Drafts of articles and publications, hardcopy and/or electronic, do not need to be saved. Consult the Chair of the AIC Publications Committee if questions arise.</i>	AIC Office retains copies of all publications.	Submit one copy of all publications to the AIC office	Retain one copy in operating files.
8. Charges (these records describe the purpose of a committee or task force) <i>The AIC Board creates the charges for committees and reviews annually and updates as necessary. The Board liaison oversees the process and submits a dated/approved charge to the Chair.</i>	AIC Office	Chair retains a copy of the current charge.	Chair retains a copy of the current charge.
9. Financial Reports (these records documenting budgetary activities are created for and provided to the organizational units every quarter) <i>The Committee Chair receives a copy of the annual budget as part of the budget preparation process</i>	Part of AIC financial records	Not part of archival record.	Discard when no longer useful

RECORD TYPE	ARCHIVAL COPY	Committee responsibility	Committee operating files
10. Liaison Records (these are records that are submitted to organizational units by their designated Board Liaison) <i>Records that document administrative activities such as deadline submission reminders, are not permanently preserved.</i>	Part of AIC Board records.	Not part of archival record.	Discard when no longer useful.
11. Data and Reference Materials (records created during the performance tasks and publications gathered as background and reference) <i>Reports of surveys and examples of survey forms, and summaries of research are included in the Committee archives. Completed survey forms may be discarded. Published reference materials are not part of the archives and may be offered to the AIC Office for their library collection.</i>	AIC Office	Chair sorts and submits to office at end of project.	Discard when no longer useful.