

AIC Records Management Guidelines for Task Forces
 Draft, April 29, 2004

RECORD TYPE	ARCHIVAL COPY	Task Force responsibility
<p>1. Reports to the Board (activity summaries that are submitted to the Liaison for inclusion in meeting discussions)</p> <p><i>These reports are submitted to the Office with copies to the appropriate Board Liaison.</i></p>	AIC Office	Chair submits report to the Office with a copy to the Board liaison.
<p>2. Meeting Minutes (official minutes of business meetings as recorded and approved by the Task Force)</p> <p><i>AIC guidelines require that minutes of meetings be recorded by the Task Force. These are considered official and legal records to be preserved permanently.</i></p>	AIC Office	Task Force Chair retains minutes and transfers to the Office upon end of project.
<p>3. Annual Report (a summary of Task Force activities and achievements for a given fiscal year).</p> <p><i>The Annual report of each Task Force 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></p>	AIC Newsletter	Task Force Chair retains a copy of the annual report during the project. Discards upon end of project.
<p>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).</p> <p><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></p>	Not part of Archives	Retain as needed for operations. Discard upon end of project.

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<p>5. Meeting Programs (official informational brochure that outlines activities of meeting)</p> <p><i>The AIC office permanently maintains a copy of each Annual Meeting program. If a Task Force 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></p>	AIC Office	Task Force Chair submits copies of programs at end of project.
<p>6. IAG Reports (reports prepared by each group for IAG meetings)</p> <p><i>Individual reports are prepared by the Task Force and submitted to the Board Liaison for inclusion in IAG Meeting folders prepared by the AIC office. These folders are maintained permanently by the AIC office.</i></p>	AIC Office	Task Force Chair submits reports to the liaison and retains copies until end of project.
<p>7. Publications (articles, brochures, guides, manuals and any other publications created through the AIC office or independently by the Task Force)</p> <p><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></p>	Submit one copy of all publications to the AIC office	Retain one copy until end of project.
<p>8. Charges (these records describe the purpose of a committee or task force)</p> <p><i>The AIC Board creates the charges for task forces and reviews annually and updates as necessary. The Board liaison oversees the process and submits a dated/approved charge to the Chair.</i></p>	AIC Office	Task Force retains a copy of all approved charges and submits at end of project.
<p>9. Financial Reports (these records documenting budgetary activities are created for and provided to the organizational units every quarter)</p> <p><i>The Task Force Chair receives a copy of the annual budget as part of the budget preparation process</i></p>	Part of AIC financial records	Retain for use. Discard at end of project.

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<p>10. Liaison Records (these are records that are submitted to Task Force Chairs by their designated Board Liaison)</p> <p><i>Records that document administrative activities such as deadline submission reminders, are not permanently preserved. Summaries of Task Force activities prepared for the Board by the Liaison are part of the Board notebooks.</i></p>	AIC Office (part of Board notebooks)	Discard when no longer useful. Not part of archival record.
<p>11. Data and Reference Materials (records created during the performance tasks and publications gathered as background and reference)</p> <p>Reports of surveys and examples of survey forms, and summaries of research are included in the Task Force 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.</p>	AIC Office	Task Force Chair sorts and submits at end of project.