

A. ARCHIVE POLICY

1. The Midcontinental Chapter of the Medical Library Association (MCMLA) electronically archives all substantive correspondence and documentation of all its chapter units on an ongoing basis.

2. PROCEDURES:

a) The following information is retained for the electronic archives:

- Minutes of the Executive Committee meetings
- Annual Meeting Material
  - Minutes of Annual Business Meeting
  - On-Site Program
  - Master Schedule for Meeting (if there was no OnSite Program created)
  - Selective Photos
- MCMLA Committee Minutes /Reports
- Reports to MLA
- Newsletter issues, Express
- Website archival-worthy information, as determined by the archivist
- Chapter Bylaws
- Procedure Manual

b) Annually, at the end of the chapter year (rotation of new officers, each officer and committee chairs emails one copy of information to the archivist.

c) Information to be archived should be clearly labeled with the Committee name, its members, and beginning and ending dates for the contents of information in the file.