

Inventory of the SLA Sci-Tech Division archives located in the Indiana University Life Sciences Library (June 22, 2006). Contact Roger Beckman for assistance (beckmanr@indiana.edu or 812-855-9792)		
<b>Record</b>	<b>Retention Policy</b>	<b>Holdings in Sci-Tech Division archives</b>
<b>General</b>		
Division Bylaws, including all revisions and amendments	Permanent	Misc. bylaws & revisions 1975-2004
History: Materials pertaining to establishment and early growth of chapter or division	Permanent	Misc. historical docs
Membership lists of chapter or division member	2 yr & current*	Directory for 1983, 1999, 2000 (statistics only)
Memorials and Awards: Special recognition to chapter or division or to members	Permanent	Misc. award request forms & award certificates
Minutes of Business Meetings	Permanent	Minutes from 1970, 1972-1990, 1992-1999, 2003-2004
Obituaries	Permanent	Misc obits.
Photographs	Permanent	Approximately 100 black and white and color; many dates from 1990, 1993, and 2000; some used in Sci-Tech News
Procedures Manual, chapter or division and Association	Current Edition	Procedurals manual 1999, Strategic plan 2003, Division guidelines 1994
Publicity: Clippings, pictures, etc., about chapter or division or its members	Permanent	Misc clippings
<b>Officers</b>		
Directory of officers and committee member	Permanent	Science & Technology 1968-2004. Misc other:
Executive Board - Minutes and Reports	Permanent	1967, 1970, 1973-1974, 1976, 1978, 1982-1994, 1996-2000, 2002-2004
<i>President</i> - Annual Report to the Association	Permanent	1972/1973; 1974/1975-2003/2004
Correspondence		Correspondence of import 1980-2004
To/from chapter or division member:	1 yr. & cur.**	
To/from Association	1 yr. & cur.**	
To/from others	1 yr. & cur.**	
Reports from chapter or division Committee	1 yr. & cur.	
<i>Treasurer</i>	Permanent***	Treasurer's Report, balances & budgets 1969-1976, 1979, 1982-1989, 1992, 1993, 1995, 1997-2001/2003, many missing. Misc correspondence. Annual Report 1965-2000
<i>Secretary</i>		Secretary Annual Report 1988-1997, 1999-2000, misc correspondence
<i>Other Officers</i>		Reports and Correspondence 1992-2004
Reports	5 yrs. & cur.	
Correspondence	1 yr. & cur.**	
<b>Committees</b>		
Reports	5 yrs. & cur.	Archive committee, awards, bylaws, conference plans, international relations, liaisons, professional development, program planning, projects & publications, strategic planning, student relations, web development
Correspondence	1 yr. & cur.**	
<b>Chapter groups or division sections</b>		Chemistry, information technology, papers & textiles, pharmaceutical division, transportation
Reports	5 yrs. & cur.	
Correspondence	1 yr. & cur.**	
<b>Projects - Includes joint conferences, workshops, association-wide meetings, etc.</b>		Membership selection, Logo contest possibly from 2004
Reports	5 yrs. & cur.	

Correspondence	Project duration & 1 yr.**	
<b>Publications</b>	One copy of each permanent	Conference proceedings, Scientific & Technical Libraries, SciTech News, Business materials, 1967-, Handbook of Sci & Tech awards & suppl.,
Directory	permanent	[need to list]
Separate publications:	permanent	[need to list]
Bulletin--phocopies	permanent until originals found	Sci-Tech News: Jan. 1947-1951 (missing Tome I, fasc. No. 3 and 4)
Bulletin--Bound	permanent	Sci-Tech News: Bound Journals: 1952-57, 58-60, 61-36, 64-66, 67-70, 71-73, 74-77, 78-80, 81-83, 84-88, 89-91, 92-94, 95-96, 97, 98-99, 00-01;
Bulletin--Extra copies:	5 yrs. & cur.; bind on a regular basis	Sci-Tech News: Unbound Journals: 98-all, 99-all, 00-all plus extra Aug, 01-all, 02-all, 03-all, 04-all plus one extra copy of each, 05-two copies of Feb, three copies of May one copy of Aug, two copies of Nov, one copy of Feb [Note: As of May 06]
Directory--extra copie:	Until superseded	[need to list]
Separate publications--extra copies	To be determined individually	[need to list]
Guide to asterisks		
* Keep current + 2 years for marketing purposes. You may consider contacting recently lapsed members.		
** Unless contains policy statements or other matters of lasting importance. If so, keep pertinent item permanently.		
*** The Retention Period in the Unit Treasurers Procedures Manual is a general guide for records retention and not archiving. Where the retention period is permanent, these documents should be passed to the archivist for archiving. It is up to the individual unit treasurer to meet the retention requirements for financial documents. If the unit archivist is passed these documents for safe keeping, it must be made clear the period after which they should be destroyed.		