

<b>COMMITTEE:</b>	<b>ARCHIVES COMMITTEE</b>
<b>BOARD OVERSIGHT:</b>	SECRETARY
<b>GENERAL DESCRIPTION</b>	<p>The Archives Committee will periodically review the archival schedule to assure that the WLA meets its legal obligations for records retention and to determine whether it reflects the Association needs for current and long term records reflecting the activity of the Association.</p> <p>The Committee will assure that officer files are forwarded, following the Bylaws guidelines.</p> <p>The Committee will evaluate materials for retention, based on the archival schedule.</p>
<b>BYLAWS TEXT</b>	<p><b>Article VII, Section 1: General Duties of Elected Officers</b></p> <p>All officers shall maintain complete files and shall, within one month of the official transfer of office, convey active files to the newly elected officer. Inactive files shall be conveyed to the Chair of the Archives Committee, or its successor, within two months.</p> <p><b>Article XIV, Section 2: Archives</b></p> <p>The WLA shall maintain an archives of official documents, reports, correspondence, publications, and other associated information and materials of the Association and of its Officers, Interest Groups, Committees, and others, as delineated in an Archival schedule adopted by the WLA Board.</p>
<b>RELATED POLICIES, STATEMENTS, FORMS, ETC.</b>	Archival Schedule

September 1997