

**Delaware Library Association  
Records Retention Schedule  
Approved by the Executive Board in February 2008**

Each division should be keeping their own records organized in such a way that they can transfer the records to the archives or destroy them each year. This process should align with the Annual conference and change of officers.

Because electronic devices and formats change frequently, we recommend sending all items to the archivist in paper format only.

Permanent records should be held for 3 years before being sent to the archives. If the record is necessary for operation of the group, it should not be transferred. Routine correspondence or working papers should be maintained by the group for one year beyond their use and then destroyed.

Records should be transferred directly to the Archivist who will then place them in the appropriate place in DLA Archives.

The list that follows is a basic retention list. If something is missing from the list, please contact the archivist to determine the retention of the item.

**Executive Board and Governance**

Permanent records-transfer to archives after 3 years:

- Bylaws, revisions and amendments
- Handbook revisions and updates
- Minutes and agendas of Executive Board Meetings
- Minutes of DLA business meetings
- Budget and financial reports
- Executive Board Membership
- ALA Councilor reports and liaison activities
- President's Annual report
- Substantive/policy correspondence

Destroy 1 year after use:

- Routine correspondence

**Treasurer/Financial Records**

Permanent records-transfer to archives after 3 years:

- Bank Statements (checking, savings, money market)
- Receipted bills and other accounting records
- Audit reports
- Copies of tax statements and returns

**Divisions and Committees:**

Permanent records-transfer to archives after 3 years:

- Minutes and agendas
- Membership lists
- Division bylaws, revisions, amendments
- Annual reports to President
- Substantive/Policy correspondence

Destroy 1 year after use:

- Routine correspondence

**Conference and Workshop Records:**

Permanent records-transfer to archives after 3 years:

- Conference packet including all inserts
- Conference program
- Citations and Awards list
- Expenses report
- Final conference report

Destroy 1 year after use:

- Routine correspondence

**Membership Information:**

Permanent records-transfer to archives after 3 years:

- Annual Membership lists
- Substantive/policy correspondence

Destroy 1 year after use:

- Working papers

**Publications, Publicity:**

Permanent records-transfer to archives after 3 years:

- DLA Bulletin
- Directories
- Newsletters
- Brochures, pamphlets, flyers
- Special publications
- Newspaper articles, clippings,
- Photographs
- Press releases
- Obituaries

Destroy 1 year after use:

- Working Papers

Note: This is an update of an April 2004 draft.