

MAGIRT ALAIR Retention Guidelines & Schedule

Purpose

The American Library Association Institutional Repository (ALAIR) is the official archive for the electronic documents of the American Library Association (ALA). The retention guidelines and schedule adopted by the Map and Geospatial Information Round Table (MAGIRT) are guided by [ALAIR policies](#).

As a Round Table of ALA, MAGIRT deposits important Round Table materials into ALAIR for permanent preservation so that they will be available for present and future use by its members and officers, as well as for research purposes by the public.

General Considerations

1. Unless otherwise stated, MAGIRT refers to the Round Table and its entities, such as Executive Board, Committees, Task Forces, Interest Groups, etc.
2. Only materials created by MAGIRT are to be retained.
3. Only one copy of each publication or other document is to be retained.
4. If content appears both in a MAGIRT publication (such as base line) and in another form, only the version that appears in a MAGIRT publication is to be retained.

Materials To Be Retained

- Bylaws (including all amendments)
- Charters
- Annual reports
- Annual budgets
- Membership rosters
- Meeting minutes and agendas (as well as any supplementary materials)
- Correspondence (e.g. appointment letters)
- Continuing education materials
- Press releases
- Publications
- Promotional and sponsorship materials
- Presentations
- Reports
- Resolutions

Materials Not To Be Retained

- Drafts of meeting agendas and minutes

- Checks, bank statements, invoices, or other records of financial transactions
- Election ballots or vote counts
- Survey responses

Transfer of MAGIRT materials to ALAIR

The Secretary of the MAGIRT Executive Board is responsible for depositing materials into ALAIR on an annual basis using the MAGIRT ALAIR account. Deposit should take place no later than July 31 of each year (allowing approximately one month following the ALA Annual Conference). The Secretary is responsible for monitoring ALA Connect for appropriate materials, as well as soliciting materials for deposit from MAGIRT officers and members.

Maintenance of this policy

The MAGIRT Executive Board will review this policy every 5 years. MAGIRT members can contact the Executive Board Chair to suggest revisions of this policy or additions of new collections to the MAGIRT community in ALAIR. Policy updates and revisions will be approved by the MAGIRT Executive Board.