

**New England Archivists  
Records Schedule**

**Approved: March 04, 2015**

## Introduction

This schedule is media neutral and applies to records based on their type and function, not the format in which they are created. When the record exists in multiple formats, determination of the “record copy” is at the discretion of the record creator.

## Disposition Instructions

Records still in active use at the end of the Record Creator’s term should be forwarded to the Record Creator’s successor.

Appropriate Disposal: When disposing of temporary records, please make sure to confidentially destroy any records that contain personal or sensitive information. Please see implementation guidelines for more information.

The Record Holder listed is responsible for the official copy. Unofficial copies of all records should be destroyed when no longer needed.

## Records Retention Schedule

DESCRIPTION	RECORD HOLDER	DISPOSITION	INSTRUCTIONS
<b>I. Awards and Scholarships</b>			
<i>Records include award descriptions, applications, names of recipients, receipts and supporting documentation from recipients, and reports to the Board.</i>			
Ia. Award descriptions, recipient information, and reports	Committee Chair	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
Ib. Receipts and supporting documentation	Treasurer	Temporary	Cut off one year from date of award. Destroy four years after cutoff.
Ic. Applications and nominations	Committee Chair/Members	Temporary	Destroy when no longer needed.
<b>II. Board Meeting Minutes and Documentation</b>			
<i>Quarterly Board Meetings generate agendas, minutes, reports (Committee and Task Force), presentations, and similar supporting documentation. Individual Board Members create reports which are submitted to the Secretary and become the Official Record Copy.</i>			
IIa. Agendas, meeting minutes, and reports	NEA Secretary	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
IIb. Membership report	Record Creator	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
IIc. Presentations and supporting documentation	Record Creator	Temporary	Destroy when no longer needed.
<b>III. Conference and Meeting Materials</b>			
<i>Materials used to arrange, publicize, conduct and evaluate NEA sponsored conferences, symposia, and gatherings, both formal and informal.</i>			
IIIa. Publicity materials and program	Communication Committee Chair	Permanent	Cut off 30 days after conference/meeting. Transfer to archives within three months

DESCRIPTION	RECORD HOLDER	DISPOSITION	INSTRUCTIONS
			after cutoff.
IIIb. Recordings, photographs, releases, and summaries	Program Committee Chair/Event Organizer	Permanent	Cut off 30 days after conference/meeting. Transfer to archives within three months after cutoff.
IIIc. Final budget summary	Treasurer	Permanent	Cut off 30 days after close of fiscal year. Transfer to archives within three months after cutoff.
IIId. Rejected proposals and transitory logistical information	Program Committee Chair/Event Organizer	Temporary	Cut off 30 days after conference/meeting. Destroy after cutoff.
IIIe. Detailed attendee lists	Registrar	Temporary	Destroy when no longer needed.
<b>IV. Contracts</b>			
<i>Includes, but is not limited to, contracts for educational workshops, curricula development, location rentals, IT related projects, and speakers.</i>			
IVa. Final signed copy	NEA Official who signed the contract	Permanent	Cut off at end of contract period. Transfer to archives within three months after cutoff.
IVb. Draft copies	Board Members, Committee Members	Temporary	Cut off at end of contract period. Destroy after cutoff.
<b>V. Correspondence</b>			
<i><b>Substantive correspondence</b> documents announcements, agreements, decisions or requests. It may document decision-making processes and functions. It includes letters, memos, email and similar mentions of writing communication that are not summarized in other documentation, either in physical or digital form.</i>			
<i><b>Transitory correspondence</b> documents logistical arrangements, transactions or discussions that do not culminate in policy or decisions, either in physical or digital form.</i>			
Va. Substantive correspondence	Record Creator	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
Vb. Transitory correspondence	Record Creator	Temporary	Cut off at end of term. Destroy after cutoff.
<b>VI. Curricula</b>			
<i>Curricula developed as works for hire for NEA educational offerings.</i>			
Vla. Final version of curricula	Education Committee Chair	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
Vlb. Iterative versions	Education Committee Members	Temporary	Cut off at end of term. Destroy after cutoff.
<b>VII. Development</b>			
<i>Donation records for endowed funds.</i>			
VIIa. Signed gift agreements	Treasurer	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
<b>VIII. Financial Records</b>			
<i>Records maintained by the Treasurer.</i>			
VIIIa. IRS Form 990, MA Form PC	Treasurer	Temporary	Cut off at end of fiscal year. Destroy four years after cutoff.
VIIIb. Annual financial review statements	Treasurer	Permanent	Cut off three years after receipt. Transfer to archives within three months after cutoff.
VIIIc. Final annual budget	Treasurer	Permanent	Cut off 30 days after close of fiscal year. Transfer to archives within three months after cutoff.
VIIIId. Final workshop budgets	Treasurer	Permanent	Cut off 30 days after close of workshop. Transfer to archives within three months

DESCRIPTION	RECORD HOLDER	DISPOSITION	INSTRUCTIONS
			after cutoff.
VIIIe. Liability insurance annual policy	Treasurer	Temporary	Destroy when superseded.
VIII f. Budget drafts and committee/Board requests	Treasurer	Temporary	Destroy when no longer needed.
VIII g. Monthly bank and investment statements, copies of checks, copies of deposits, transaction notes, W-9 forms, bulk mail account records, and reconciliation reports	Treasurer	Temporary	Cut off at end of fiscal year. Destroy four years after cutoff.
<b>IX. Foundational Documents</b>			
<i>Includes strategic plans, bylaws and bylaw changes, committee descriptions, committee appointments, policies, and procedures.</i>			
IXa. Strategic plans, bylaws, bylaw changes, committee descriptions	Secretary	Permanent	Cut off at end of term. Transfer to archives within three months after cutoff.
IXb. Strategic plans, bylaws, bylaw changes, committee descriptions	Board Members	Temporary	Destroy when no longer needed.
IXc. Policy and procedure documents	Secretary	Permanent	Cut off when superseded. Transfer to archives within three months after cutoff.
IXd. Policy and procedure documents	Board Members	Temporary	Destroy when no longer needed.
<b>X. Documentation of Legal Status</b>			
<i>Includes documentation submitted to external regulatory and oversight bodies such as state government agencies related to incorporation, tax status, and annual reporting.</i>			
Xa. Articles of incorporation	Clerk	Permanent	Clerk retains for life of organization. Transfer to archives within one year of disbanding of organization.
Xb. Copy of the articles of incorporation	Treasurer	Temporary	Treasurer retains for life of organization. Destroy within one year of disbanding of organization.
Xc. Annual reports to the Commonwealth of Massachusetts	Clerk	Permanent	Transfer to the archives one year after filing with the Commonwealth of Massachusetts.
Xd. State tax exemption certificates and renewal letters	Clerk	Permanent	Clerk retains for life of organization. Transfer to archives within one year of disbanding of organization.
Xe. Copies of tax exemption certificates and renewal letters	Treasurer	Temporary	Treasurer retains for life of organization. Destroy within one year of disbanding of organization.
Xf. Certificates for Solicitation	Clerk	Permanent	Clerk retains for life of organization. Transfer to archives within one year of disbanding of organization.
Xg. Copies of Certificates for Solicitation	Treasurer	Temporary	Treasurer retains for life of organization. Destroy within one year of disbanding of organization.

DESCRIPTION	RECORD HOLDER	DISPOSITION	INSTRUCTIONS
Xh. IRS tax exempt status letter	Clerk	Permanent	Clerk retains for life of organization. Transfer to archives within one year of disbanding of organization.
Xi. Copy of IRS tax exempt status letter	Treasurer	Temporary	Treasurer retains for life of organization. Destroy within one year of disbanding of organization.
<b>XI. Newsletters</b> <i>Official newsletter produced by the Newsletter Committee as well as supporting documentation.</i>			
XIa. Final Publication	Newsletter Committee Chair	Permanent	Cut off in March. Transfer to the archives within three months after cutoff.
XIb. Drafts and supporting materials	Newsletter Committee Chair	Temporary	Destroy when no longer needed.
<b>XII. Publicity Materials</b> <i>Announcements, flyers, programs, press releases, brochures and similar materials generated by the Communications Committee but not related to a specific conference (see Conference Program Committees).</i>			
XIIa. Final version	Communication Committee Chair	Permanent	Cut off at the end of term. Transfer to archives within three months after cutoff.
XIIb. Supporting materials	Communication Committee Chair	Temporary	Destroy when no longer needed.
<b>XIII. Subject Files</b> <i>Subject files created in the course of conducting NEA business that document the activities of a committee or Board Member and that are not covered by another schedule.</i>			
XIIIa. Substantive documentation	Committee Chair or Board Member	Permanent	Cut off at the end of term. Transfer to archives within three months after cutoff.
XIIIb. Supporting materials	Committee Chair or Board Member	Temporary	Destroy when no longer needed.
<b>XIV. Surveys</b> <i>Results of surveys conducted by Board members, Committees, and Task Forces.</i>			
XIVa. Annual membership survey results	Membership Committee Chair	Permanent	Cut off at the end of term. Transfer to archives within three months after cutoff.
XIVb. Survey results	Committee Chair or Board Member	Temporary	Destroy when no longer needed.
<b>XV. Voting results</b> <i>Result reports of annual elections and activity logs maintained in online voting systems.</i>			
XVa. Results	Immediate Past President	Temporary	Cut off after three years. Destroy.
XVb. Activity logs	Immediate Past President	Temporary	Cut off after three years. Destroy.