

ACMLA Archival Guidelines and Records Retention Schedule

May 2010

The ACMLA Fonds is part of the Library and Archives Canada collection, whose mandate is as follows:

- To preserve the documentary heritage of Canada for the benefit of present and future generations;
- To be a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada;
- To facilitate in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge; and
- To serve as the continuing memory of the government of Canada and its institutions.

The purpose of maintaining an ACMLA archival records collection within LAC is to preserve the corporate memory of the Association, and to make these documentary records available to researchers and user communities interested in the development of professional cartographic librarianship and archiving.

Each member of the Executive is responsible for the organization and transfer of their archival records to the ACMLA Secretary/ACMLA Archivist, in addition to following retention periods and the subsequent destruction of non-archival materials.

Materials which have been published by the ACMLA are not included in the archive. These include ACMLA Bulletins and ACMLA Facsimile maps which are kept in a separate library collection.

Working papers and routine correspondence should be maintained for 2 years and then destroyed.

The ACMLA Secretary is responsible for the compilation of Executive records at the end of each year, and will transfer these records directly to the ACMLA Archivist.

Records for permanent retention that were *not* transferred to the ACMLA Secretary should be held by Officers or Directors of the Association, for no more than 1 year after the end their term, before being transferred directly to the ACMLA Archivist.

Records for permanent retention include:

Executive

Constitution and By-Laws

Correspondence relating to policies/decisions

Officer Reports

Committee Reports

Minutes, agendas, material distributed at meetings

Membership lists

Procedure manuals, revisions and updates

Budget reports

Treasurer

Annual balance sheet & statements
Receipts
Audit reports
Tax information

Committees

Member lists
Award recipient lists and reports
Annual reports
Minutes
Correspondence relating to policies/decisions

Conferences

Conference package
Program
Expenses report
Final report
Website

Additional Material

Photographs (with appropriate documentation/description)
Newspaper articles

This list is not exhaustive; if you have any questions about any other material/content please contact the ACMLA archivist.

Submitting Records

All records should be sent to the ACMLA Archivist at the address below. Records may be submitted in print or electronic format. All electronic formats are acceptable (except email attachments); electronic files should adhere to [LAC guidelines](http://www.collectionscanada.gc.ca/government/002/007002-3017-e.html): <http://www.collectionscanada.gc.ca/government/002/007002-3017-e.html>

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