

Terms of Reference for the Management and Retention of Newfoundland and Labrador Health Libraries Association (NLHLA) Archival Documents

Archival material consists of documents containing historical evidence. With respect to NLHLA, such material may be considered to be any records which give evidence and information about the Association's history, organization, function and structure. NLHLA archives thus constitute the official "memory" of the Association and represent the accumulated experience of its members.

The **Archives** of NLHLA will consist of:

- Official records, i.e. those records made, received, and accumulated by the Executive Committee and/or any subcommittees or other person(s) representing the Association in an official capacity.
- Unofficial records if they reflect Association activities in a substantive way.

Official Records may include:

- a. Minutes, reports and appendices of meetings of the Executive Committee, subcommittees, the annual general meetings and minutes of other meetings when there is official NLHLA representation.
- b. Reports, recommendations, working papers, fact sheets or other documents produced in the course of official Association business by its members.
- c. Correspondence of the President, and other Executive Committee members which provides evidence of the internal operations of the Association and its relationship to other organizations, individuals or groups.
- d. Correspondence.
- e. Any contracts, once superseded.

Unofficial Records may include:

- a. Photographs of merchandise, banners, tickets, posters, etc. relating to Association activities

Specific Documents for Inclusion (not necessarily exhaustive):

- a. Documents from the office of the President:
 - a. Printed copies of emails documenting actions/decisions
 - b. Final wording of official documents not submitted by other offices
 - c. Correspondence with outside organizations, associations, etc.
 - d. Any contracts, once superseded

- e. Any documents produced by subcommittees to which the President belongs
 - f. Annual Chapter President's Report
- b. Documents from the office of the Vice-President/President Elect
 - a. Any documents produced by subcommittees to which the Vice President belongs
- c. Documents from the office of the Secretary/Treasurer
 - a. Reports from the Annual General Meeting (AGM) (from all offices)
 - b. Minutes of the AGM
 - c. Agenda of the AGM
 - d. Minutes of the NLHLA Executive Committee meetings
 - e. Agenda of NLHLA Executive Committee meetings
 - f. Annual NLHLA Conference Programme, if available in print form
 - g. Awards
 - h. Financial Statements
 - i. Contracts with webhosting service once superseded

Formats Acceptable for Retention:

- a. Originals of all print documents, preferably created on bond and/or acid-free paper. Reproductions of official documents are considered acceptable for retention where originals cannot be obtained.
- b. Where Archival documents are electronic in their original form, they will be printed on bond and/or acid-free paper by the Secretary for retention in the Archives

Documents that Should Not be Archived:

- a. Duplicates of any official documents
- b. Trivial documents (e.g. form letters, acknowledgement of publications or third class mail received by a NLHLA correspondent, and free and gift items such as exhibitors' catalogues that are perceived by the Executive Committee to have no enduring value)
- c. Working papers, where the completed original better represents Association business
- d. Nomination letters and personal information collected for award nomination purposes such as resumes, cover letters etc.

Location and Arrangement

NLHLA documents shall reside in the Faculty of Medicine Founders' Archive at the Health Sciences Library, Memorial University, St. John's, NL. In the arrangement or classification of these documents, the principle of provenance will be followed. This means that the records of office are maintained as a distinct unit and as originally created and/or arranged. Thus the

external and internal integrity of the records are retained.

The maintenance of NLHLA documents is subject to the rules and regulations for deposit as determined by the Archivist at the Founders' Archive of the Faculty of Medicine, Health Sciences Library, Memorial University, St. John's, NL.

The Archivist is responsible for:

- a. Receiving, preserving and making available for reference all NLHLA material deposited to the Archives
- b. Advising the Executive Committee on policies, procedures or rules affecting the permanent storage of NLHLA materials.
- c. Advising the Executive Committee on the suitability of materials for retention or disposal where appropriate
- d. Maintaining a finding aid of NLHLA materials at the Executive Committee's request.

Rules for Deposit

- a. Executive shall forward NLHLA documents to the Secretary each year following the NLHLA annual conference in accordance with the guidelines set out in the Terms of Reference for the Management and Retention of NLHLA Archival Documents. Print documents will be mailed or hand delivered. Electronic documents will be forwarded.
- b. A call for documents will also be sent to the past executive, and/or members by the Secretary annually in July. Queries regarding the nature or appropriateness of materials for deposit will be handled by the Secretary. Where needed, the Secretary will consult with the Executive Committee and the Archivist to determine whether certain items should be retained
- c. The Secretary will print (on acid free paper) and send all necessary documents, arranged by office, to the Archives in August of each year.

Rules for Retrieval of Documents

Individuals wishing to consult the NLHLA collection must adhere to the rules and regulations of the Founders' Archive of the Faculty of Medicine that specify rules of use.

~~Individuals outside of the Association wishing to consult the Archives must submit a request to do so in writing to the NLHLA President for consideration by the Executive Committee. The intent and purpose for examining the Archives must be stated. If approval is granted, the Executive Committee will prepare a letter of recommendation for the applicant which must be presented to the Archivist before consultation occurs.~~