

## B. Archivist

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Each Unit shall maintain their own archives. Since Units are part of the Special Libraries Association, all archives are, ultimately, the property of the Association. Units should treat their archival material with the highest level of professional competence.

All digital archived documents should be stored in the Unit's SLA Connect community library. Physical materials should be located in a place easily accessible to Unit officers or members, not in a private home or office. A retention agreement must be signed by a responsible representative of that institution and approved by the Association.

Duties:

1. Serves as a member of the Advisory Board.
2. Maintains non-current documents, correspondence and publications of the Unit.
3. Solicits archival materials from Unit officers, committee chairs and appointed positions.
4. Sorts, files and weeds collections, retaining only materials of genuine historical importance.
5. Prepares an annual report for the Unit, with as-needed reports to the Board on any special acquisitions or projects.
6. Stores digital archived documents in the Unit's SLA Connect community library.
7. Familiarizes himself/herself with the Practices for Unit Archives to understand more specific requirements for the housing of archives, archivist, retention schedules, transfer of materials to archivist, organization of archives, filing of archives. Any questions should be directed to the IT Director at the Association office.

See also:

- [Practices for Chapter Archives](#)
  - [Practices for Division Archives](#)
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