

Archives

General

The Association archives are housed at the Denver Public Library. To assure that a documentary history of the Association, its activities, conferences, decisions, officers, and other pertinent information is preserved, ~~all officers are expected to deposit to the archive the following types of documents:~~ **the following types of documents will be deposited to the archives:**

1. Official correspondence of ~~the~~ President, ~~and other general~~, section, interest group, **round table** and committee officers.
2. Minutes of Board of Directors, Executive Committee, ~~S~~section, ~~I~~interest ~~G~~group, **round table** and ~~C~~committee meetings.
3. Membership directories **and directory of Board/officers.**
4. Copies of the MPLA Newsletter.
5. *Manual of Procedure* (each new edition) and revisions to present edition.
6. Conference Planning Manual, convention programs, and other relevant convention materials.
7. Financial reports, budgets, audit reports.
8. Reports of Association, **state representatives**, sections, interest groups, **round table** and committees.
9. **Files of sections, interest groups, round tables and committees.**
10. **Files of joint conference contracts with each state.**

Procedures

1. ~~Some files may need to be passed on to new officers rather than sending them to the archives. However, each incoming officer should review the files and submit any documents not needed for current functions.~~ **Each outgoing officer shall pass on all files to their predecessor, and make one copy for the archives.** This should be done annually to assure that the files are kept current and that historical information is forwarded to the archives.
2. The Executive Secretary will be responsible ~~to deposit for depositing~~ copies of minutes and other documents sent by the Recording Secretary; ; copies of all

financial statements, reports, budgets, audit reports, and other pertinent financial documents; ; official ballots and vote tally reports; ; **membership directories and directory of Board/officers**; issues of the MPLA Newsletter, and copies of joint conference contracts, etc. in addition to his/her own correspondence and business files. **This will take place at the end of each calendar year.**

3. **Following each Board meeting, the Recording Secretary will collect paper copies of reports from state representatives, section chairs, interest group, round table and committee chairs. These will be sent to the Archives at the end of the calendar year ~~by the Executive Secretary.~~**
4. **At the conclusion of the annual joint conference, the ~~Recording~~ Executive Secretary will collect conference programs and programs from award ceremonies. All of these will be sent to the Archives at the end of the calendar year ~~by the Executive Secretary.~~**
5. **All documents posted to the web site will be copied on to paper and sent to the Archives by the Executive Secretary.**
6. **The oldest Board Reports items placed on the online MPLA Board Reports Archive will be deleted after a ~~three~~ five year period.**
7. Archival materials should be sent to the following address:

MPLA Archive
Denver Public Library
Western History/ Genealogy Dept.
10 West Fourteenth Avenue Parkway
Denver, CO 80204-2731

The telephone number is ~~303-640-6200~~ 720-865-1821.

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