

DOCUMENT RETENTION SCHEDULE OHIO HEALTH SCIENCES LIBRARY ASSOCIATION		
Category/Title	Retention Time	Category Description/Examples
Accounting/Banking	3 years	Bank Statements/Deposit Slips
Budget Reports	3 years	Budget Reports
Contracts	3 years	Copies of Final Execution of Contracts
Expenses/Receipts	3 years	Receipts/Speaker Expenses/Other Meeting Expenses
Membership Documents	3 years	Membership Invoices & Payments/Meeting Registrations
Governance — Board/General	Permanent/Indefinite	Business Meeting Minutes/Executive Committee Meeting Minutes/Roster of Officers & Committee Members (current & past office holders)
Meeting Documents	Permanent/Indefinite	Executive Committee & General Meeting Agendas/ Speaker Handouts
Organizational Documents	Permanent/Indefinite	Bylaws (most recent)/History of Organization/Artifacts (lapel pin, table cloth, etc.)
Public Relations/ Marketing Materials	Permanent/Indefinite	One copy of each Announcement/Newsletter/Press Release
Survey Results	Permanent/indefinite	Results of each conducted survey
Website	Permanent/indefinite	Screenshots of all pages of website (use Wayback Machine when pages are unavailable)

Notes:

- Adherence to this retention policy is the responsibility of the OHSLA Archivist.
- Every three years, OHSLA Archivist needs to download all new documents listed on this schedule to DVD. The DVD should be deposited in the Ohio State University Medical Heritage Center.
- Keep documents as PDF digital format whenever possible.
- Websites are not considered Archives.
- The Ohio State University Medical Heritage Center is the repository for all paper documents and physical objects of OHSLA.

Prepared by Noreen Mulcahy
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