



**DOCUMENT RETENTION SCHEDULE**  
OHIO HEALTH SCIENCES LIBRARY ASSOCIATION

Category/Title	Retention Time	Category Description/Examples
<b>Accounting/Banking</b>	3 years	Bank Statements/Deposit Slips
<b>Budget Reports</b>	3 years	Budget Reports
<b>Contracts</b>	3 years	Copies of Final Execution of Contracts
<b>Expenses/Receipts</b>	3 years	Receipts/Speaker Expenses/Other Meeting Expenses
<b>Membership Documents</b>	3 years	Membership Invoices & Payments/Meeting Registrations
<b>Governance — Board/General</b>	Permanent/Indefinite	Business Meeting Minutes/Executive Committee Meeting Minutes/Roster of Officers & Committee Members (current & past office holders)
<b>Meeting Documents</b>	Permanent/Indefinite	Executive Committee & General Meeting Agendas/ Speaker Handouts
<b>Organizational Documents</b>	Permanent/Indefinite	Organizational records/Bylaws (most recent)/History of Organization
<b>Public Relations/ Marketing Materials</b>	Permanent/Indefinite	One copy of each Announcement/Newsletter/Press Release
<b>Survey Results</b>	Permanent/indefinite	Results of each conducted survey
<b>Website</b>	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.

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