

How to Organize Records for the Georgia Library Association Archives

Collected archival records can be set up in a subject file each year, eg. 2001--Correspondence, 2001--Fiscal, 2001--Publicity, etc. including but not limited to the following categories and sub-categories.

Category:

1. **Correspondence (In and Out)** -- arranged by officer, then by correspondent, thereafter by date.
Subcategories:
 - a. External
 - b. Internal
2. **Fiscal Records** -- arranged by type of record, thereafter by date.
Types of records:
 - a. Contracts
 - b. Check register
 - c. Cash journal
 - d. Treasurer's reports
3. **Publicity and Publications** -- arranged alphabetically by type of material, then by organization (chapter, state, national, thereafter by date).
Types of materials:
 - a. Newsletters
 - b. Press releases
 - c. Special event flyers, brochures, announcements
 - d. Photographs and negatives (identified)
 - e. Scrapbooks
4. **Minutes (preceded by agenda in each case)** -- arranged by type of meeting (Chapter, Board), thereafter by date.
5. **Organizational Records** -- arranged alphabetically by type of record, thereafter by date. Care should be taken to up-date these materials as changes occur by adding new versions to the file.
Types of records:
 - a. Constitution and by-laws
 - b. Organizational charts identifying officers and chairpersons
 - c. Statements of goals, policies, procedures
 - d. Membership lists
6. **Task Force/Committee Records** -- arranged alphabetically by name of Task Force/Committee, then by issue, event, or project.
Types of materials for each Issue/Event/Project:
 - a. Plan of action, identifying purpose of action, desired objectives, division of labor in Committee/Task Force
 - b. Correspondence (In and Out, Internal and External) connected with project/event/issue
 - c. Working papers connected with execution of project/event/campaign
 - d. Publicity materials of all types

e. Evaluative reports on success of project/event/campaign