

POLICIES HANDBOOK ARCHIVIST/HISTORIAN

SCOPE OF RESPONSIBILITIES

The Archivist/Historian serves to help North Dakota Library Association preserve records of its activities for access and use by its members, executive board members, and, potentially, by other members of the public. The Archivist/Historian is the Executive Board's consultant on what kinds of Association records should be kept and how they should be reviewed and prepared for deposit in the archives. The Archivist/Historian also will search archived records for information sought by the board or assist Executive Board members in doing so.

The records of previous years that are still being referred to on a fairly regular, periodic basis—say, monthly or several times a year—are retained for use by those officers. When records are no longer being referred to on a regular, periodic basis—say, monthly, or several times a year—they are passed on to the Archivist/Historian. Before being passed on, the officer in whose possession the records are should consult with the Archivist/Historian to see what kinds of records are of long-term, ongoing, historical interest. These are the ones that should be passed on to the Archivist/Historian for deposit in the North Dakota Library Association archives in the State Archives and Historical Research Library (SAHRL) at the State Historical Society of North Dakota (SHSND). Records that are not of ongoing, long-term historic interest, should be discarded. Records whose long-term, historic value is in some question should be passed on to the Archivist/Historian with the indication that they may be discarded if they are determined not to be of archival—long-term, historical—interest. Typically, most records are no longer being regularly consulted 1 to 5 years after they were created. The time period varies with the nature of the record, the kind of information it contains, and the types of purposes for which it is consulted.

MEMBERSHIP

The Archivist/Historian is appointed by the President of the Association and serves a term concurrent with that of the President. The Archivist/Historian may succeed him or herself. The Archivist/Historian is a nonvoting member of the NDLA Executive Board.

REPORTS

The Archivist/Historian will attend each Executive Board meeting and annual conference. The Archivist/Historian will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Finance Committee will solicit a budget request from the Archivist/Historian. Provision can be made for travel to Executive Board meetings, copying, postage, and other supplies.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee’s budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a “Request for Third Party (Vendor) Payment” form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

- Attend Executive Board meeting(s) at annual conference.

October-November

- Prepare a budget request for the Finance Committee.
- Consult with outgoing and incoming Executive Board members about records that they no longer wish to keep or to pass on to incoming Executive Board members.
- Determine which records are of long-term, archival interest and use and which are more temporary records that may be discarded. Discard is the responsibility of the Executive Board member, before records considered of long-term, archival interest are transferred to the State Archives and Historical Research Library of the State Historical Society of North Dakota. Records whose long-term interest-value is of some doubt should be flagged for the archivist/historian to look at and decide if they should be kept or discarded.

November/September

- Attend Executive Board meetings as scheduled and prepare written reports for each meeting.
- Continue to consult with past and present Executive Board members about which records they have that they wish to transfer to SAHRL, which may safely be discarded, and which are of uncertain long-term value that the board member wishes the Archivist/Historian to review for transfer or discard.

August-September

- Prepare written annual report for the membership and make a report to the Executive Board at its meetings at the North Dakota Library Association annual conference.

Approved by Executive Board: 9/22/04

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08