



9.02 Archives Guidelines

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To permanently store SBOA history by submitting records to Saskatchewan Archives.

Policy and Procedures

SBOA preserves its history by submitting documents, photographs, and other records to Saskatchewan (SK) Archives. This relationship was initiated in 2017, with Krista Liggett, whose business card is shown below. She is the direct contact for SBOA for questions and future transfers. She should be advised and updated with the name and contact information for the responsible SBOA Director or Executive Secretary. An organization number for SBOA has been assigned, number 2017-040, that is to be used on all SBOA submissions and contacts with SK Archives.

- SBOA records are reviewed and submitted annually to SK Archives. The applicable records retention schedule (see [9.01 Records Control and Security](#)) is the trigger for submission. The Archivist will be expecting an annual submission. Each submission will be an addition to the records under SBOA's assigned number. If required, additional submissions in a single year may be made to SK Archives.
- In general, SK Archives will retain high-level information about the Association's history and operations, but not about individuals. Some examples of information that will be retained are:
 - meeting agendas and minutes (executive, directors, members meetings, etc.), o conference agendas,
 - annual reports (financial, membership, committee, president, etc.),
 - program content (course outlines but probably not courses or exams or marks; certification guidelines but probably not individual's certification records),
 - newsletters, brochures,
 - photographs (best to number each photo and provide a list of captions including names of people in the photos), and
 - when in doubt, contact Saskatchewan archives for advice or submit anyway.
- Transfers of records may be signed off as unqualified (where the Archivist has the right to select which records to retain and to dispose of the rest) or requested as qualified (where the Archivist returns non-archival records to SBOA).
- Transfers can be in digital form. They can be emailed to Krista, if a small amount, or sent on CD or thumb drive (stick). For other methods of transfer, request approval from Krista Liggett first.
- Contents of transfers should be listed and submitted with the transfer, and a copy retained in Permanent File Storage.

- The SK Archives website has lots of useful guidance, such as the ARMS (Administrative Records Management System 2014) reference under Services for Government. The Info Management unit does some training for government entities, and might have something available for SBOA Directors.

Application

SBOA Directors and Executive Secretary.

Notes

Based on information from Provincial Archives of Saskatchewan saskarchives.com and

