

Archives

General

The Association archives are housed at the Denver Public Library. To ensure that a documentary history of the Association, its activities, conferences, decisions, officers, and other pertinent information is preserved, all officers are expected to deposit to the archive the following types of documents each year:

1. Official correspondence of President, electronic communities and committee chairs.
2. Minutes of Executive Board and committee meetings.
3. Membership directories.
4. Copies of the *MPLA Newsletter*.
5. *Manual of Procedure* (each new edition) and revisions to present edition.
6. Conference Planning Manual, convention programs, and other relevant convention materials.
7. Financial reports, budgets, and audit reports.
8. Reports of the Association, State Representatives, and committees.
9. Files of State Representatives and committees.

Procedures

1. The outgoing Recording Secretary shall be responsible for securing and delivering to the archives all designated records of the Association as outlined in the Archive Checklist below. This should be done annually to assure that Association files are kept current and that historical information is forwarded to the archives on a timely basis.

Item to Deposit	By Whom	Gather From Whom	Method of Securing Material	When to Send
Official correspondence of president and committee chairs	Recording Secretary	Each officer	Request from each officer	End of calendar year
Minutes of Executive Board and committee meetings	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Membership directories and directory of Board/officers	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Copies of <i>MPLA Newsletter</i>	Recording Secretary	Newsletter Editor	Printed copy of each issue	End of calendar year
<i>Manual of Procedure</i>	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Conference Planning Manual, convention programs, other relevant conference materials	Recording Secretary	Recording Secretary	Collect after Conference	End of calendar year
Financial reports, budgets, audit reports	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Reports of Association, State Representatives and Committee Chairs	Recording Secretary	Each officer	From the Web	End of calendar year
Files of joint conference contracts with each state	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Files of State Representatives and committees	Recording Secretary	Each Chair and Representative	Request from Executive Secretary	End of calendar year

2. The Recording Secretary should determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at

Conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

3. The Webmaster shall retain Board Reports posted on the Association web site in electronic format for a period of five years. Records further back shall be retained in whichever format is deemed most suitable for archival purposes by the Executive Board.
4. Archival materials should be sent to the following address:

MPLA Archive
Denver Public Library
Western History/Genealogy Dept.
10 West Fourteenth Avenue Parkway
Denver, CO 80204-2731

The telephone number is 720-865-1821.