

Archivist

1. **Purpose:** Collects, arranges and describes the archival records of the Society of Georgia Archivists and assists officers in accessing the records of the organization.

2. **Term of Office:** Two years. Elected during even-number years.

3. **Voting Status:** Voting member.

4. Major Duties/Responsibilities:

A. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.

B. Assists any SGA member (and others where appropriate) in accessing the organization's records.

C. Actively collects the records of the outgoing board members once a year. If records are not ready to be surrendered, the archivist should note the location of those records for later retrieval.

D. Adheres to the following guidelines for processing records.

a. Records will be collected in four year increments, to be deposited to Georgia Department of Archives and History (GDAH) at the end of the following, fifth year, [Records for years 1999-2003 will be deposited in December 2004, etc.], or until two cubic ft. of processed records have accumulated, whichever comes first.

b. Makes the best effort to collect all records for the designated time period before making a deposit to GDAH.

c. Processes the records BEFORE making a deposit to GDAH.

d. Organizes records according to retention scheduled revised in 2009

e. Removes all metal, Post-it notes, and newspaper clippings replacing with a xerox copy where appropriate. Unfold legal-sized documents.

f. Appropriately folder and box records in legal-sized containers.

g. Removes exact duplicates; keep two copies of publications.

E. Maintains a current inventory listing of what the archivist holds, and a current inventory listing of what GDAH holds.

F. Files a written annual report and submits the current inventory listings with the Secretary at the end of each year.

G. These guidelines were established in conjunction with the procedures of our official repository, the Georgia Dept. of Archives and History, and should be reviewed by the SGA Archivist and a representative of the GDAH every five years (ie. 2002, 2007, etc.).

5. Approved by the Executive Board: October 12, 2010