



Guidelines for the management of the Association's archives

1. The Australian Library and Information Association (ALIA) will retain permanently as archives all materials which will provide a comprehensive record of the functions, activities and policies of the Association and items of historical record.
2. Records will be selected for permanent retention in accordance with the guidelines set out in the Association's disposal schedules.
3. Records relating to the day-to-day running of the Association will be discarded once they have ceased to be current or relevant, unless they meet the above criteria.
4. Records created by the ALIA national office and by national sections and national special interest groups will be located in the National Library of Australia.
5. To the extent that it is feasible in the light of the nature and location of existing records, those records created by state/territory branches, regional groups and state groups of national sections will be located in appropriate repositories in the relevant states/territories. It will be the responsibility of divisions to negotiate appropriate deposit agreements.
6. ALIA national office will continue to retain and maintain comprehensive membership records.
7. ALIA national office may keep a reference set of General Council and committee papers in the office.

Amended 2002