

PROPOSED RECORDKEEPING/ARCHIVES SCHEME FOR SIG ARCHIVES

I. BUSINESS RECORDS

A. Matrix (founding) Records

1. SIG Application Packet
2. Certificate of Approval
3. Mission Statement
4. Strategic Plans
5. Standing Rules

B. Coordinator(s)

1. Annual Reports
2. Annual Goals
3. Letters of Agreement/Conflict of Interest Forms
4. Correspondence
5. Communications/General Mailings
6. Membership Directories
7. Meetings
 1. Agendas
 2. Minutes
 3. Attendance Roster
8. Conference Calls
 1. Agendas
 2. Minutes
9. Appeals Records

C. Work Group(s)

1. Roster
2. Meetings
 - a. Agendas
 - b. Minutes
3. Reports
4. Other

D. Congress/IOL Events

1. Roundtables
2. Instructional Sessions
3. Abstracts

II. PUBLICATIONS

- A. Newsletters
- B. Other products

III. PROJECTS

- A. <File by Project >
 1. Application/Proposal
 2. Correspondence
 3. Budget
 4. Progress Reports
 5. Final Report
 6. Publication(s)/Presentation(s) of Results
 7. Other (reports, forms, etc.)

IV. HISTORICAL MATERIALS

- A. Focus Group Records
- B. SIG History
- C. Scrapbook
- D. SIG Awards
- E. News Clippings
- F. Photographs
- G. Memorabilia