

# ARLIS/NA Archive Deposit Guidelines

## Annual Schedule

Materials should be clearly labeled and sent to the ARLIS/NA Archivist at University of Illinois at Urbana-Champaign, Claire Drone-Silvers, at [illiarch@illinois.edu](mailto:illiarch@illinois.edu) (cc [dronesi2@illinois.edu](mailto:dronesi2@illinois.edu)). If you have any questions about what or how to submit, please contact the Archivist or the Documentation Committee Chair.

For digital file formats, PDF is preferred, but Word and Text are also acceptable. For other formats, please see notes below or consult the Archivist.

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## Chapter Chairs

The Chapter Liaison, the Documentation Committee, and the ARLIS/NA Archivist will work with Chapter Chairs during the 2022-23 business year to discuss chapter archives and their relationship to the ARLIS/NA Archives at University of Illinois at Urbana-Champaign. In the meantime, please continue with your current archival practices.

## Committee Chairs

When applicable: Survey instruments and results, Reports, Special Project subject files. Please consult the chair of the Documentation Committee if you have questions.

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

**Awards** – Let's discuss including information on book nominees, DSA winner packets, etc.

**Development** – Special campaign subject files, including external correspondence (e.g. messages to ARLIS-L introducing \$50K for the 50<sup>th</sup>)

**Diversity** – Conference Speaker of Color Fund subject files; Diversity Forum subject files

**Documentation** – Oral Histories (mp4) and transcripts

**International Relations** – Report from travel award winner; study tour final report

**Professional Development** – Most recorded content that is submitted to the ARLIS/NA Commons and Kultura. Please consult Archivist

**Mentoring** – Mentor pairs; training materials when significantly updated

**Strategic Planning** – Strategic plans

## **Division Moderators**

When applicable: Survey instruments and results, Reports, Special Project subject files. Please consult the chair of the Documentation Committee if you have questions.

E.g. State of Art and Design School subject files, including survey instrument and results, significant external facing correspondence, report

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

## **Section Moderators**

When applicable: Survey instruments and results, Reports, Special Project subject files. Please consult the chair of the Documentation Committee if you have questions.

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

## **SIG Coordinators**

When applicable: Survey instruments and results, Reports, Special Project subject files. Please consult the chair of the Documentation Committee if you have questions.

E.g. Book Arts SIG's artist book thesaurus

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

## Conference Planning Co-Chairs

Conference final report, conference program, swag designed by the CPAC (any material), exhibitor prospectus, selection of photographs from the conference (jpegs or tiffs).

## Editorial Board Director (and/or designee)

Press releases, Art Documentation, ARLIS/NA Reviews, Media and Technology Reviews, Graphic Novel Reviews, Research and Reports, Statements.

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

## Task Force Chairs

When applicable: Survey instruments and results, Reports, Special Project subject files, grant applications and related files. Please consult the Archivist or Chair of the Documentation Committee if you have questions.

The ARLIS/NA Secretary will submit Annual Reports to the Archives. No further action needed from ARLIS/NA leaders.

## Executive Board

When applicable: Survey instruments and results, Reports, Special Project subject files. Please consult the chair of the Documentation Committee if you have questions.

**President** – External correspondence and memoranda (incoming and outgoing)

**Secretary or Executive Director** – All submitted Annual Reports, Executive Board Meeting Agenda (with attachments, consider which will need to be kept confidential), Executive Board Meeting Minutes, Project and Service Charters, annual snapshot of Action Scorecard, annual snapshot of Policy Manual, Bylaws if updated

**Treasurer in consultation with Executive Director** – Financial Report, annual budget

**Executive Director** – snapshot list of members (shortly after conference), marketing materials if produced; contracts

## ARLIS/NA Archivist at UIUC

Major announcements from ARLIS-L, APPC News Alerts, PDC Bulletins.