

**1-1**  
**Handbook Introduction**

The Society of California Archivists Handbook is intended to be a practical tool outlining the major duties of the officers, Board of Directors, and committees. It provides an up-to-date reference on the Corporation's structure, aims, policies, and procedures.

The Handbook is based on the Bylaws of the Corporation, Alice Sturgis's *The Standard Code of Parliamentary Procedure*, and ongoing decisions by the Board. Should there be a conflict among these, the Bylaws take precedence, since the Handbook is not binding.

To maximize the Handbook's usefulness, all Board decisions affecting material in it should be immediately noted by the Secretary. These revisions should be made and updated in the master online copy of the Handbook so that all board members, committee chairs, and the general membership may have access to the most current version via the SCA website.

## **1-2 Bylaws**

Adapted from Bylaws revised and approved by the membership, May 1992, presented to the membership for approval February 1993, and approved by written ballot, March 1993; amended by membership April 1996; amended by membership April 1997; amended by membership April 2006; amended by membership April 2013; amended by membership vote, May 2015

### **I. NAME**

The name of this organization shall be the Society of California Archivists, Inc.

### **II. OBJECTIVES**

The Society of California Archivists, Inc. exists to support and develop the education of those who collect, care for, and provide access to the documentary heritage of California and adjoining areas and to encourage public interest in and public support for archival facilities in public and private institutions. To this end the Corporation shall:

- 1) act as a vehicle for dissemination of information about archival collections, issues, and methodology to the profession and the public;
- 2) provide a forum for the discussion of matters related to the creation, preservation, and use of historical documents;
- 3) develop, offer, and support archival education programs;
- 4) cooperate with individuals and other organizations on matters of common concern; and
- 5) advocate the identification, collection, preservation, use and appreciation of historical records and manuscripts.

### **III. MEMBERSHIP AND DUES**

1. There shall be two classes of membership: individual and institutional.
2. Individual membership shall be open to any interested person in California or elsewhere who has paid all current dues. There shall be three levels of dues: Individual, Sponsoring Individual, and Student/Retiree Individual.
3. Institutional membership shall be open to any public or private institution in California or elsewhere which employs or has affiliated with it individuals interested in the purposes

of the corporation. The institution may designate two individuals to participate in the affairs of the corporation and such individuals shall have the same rights, privileges, and preferences and be subject to the same restrictions and conditions as individual members except that in meetings of the members or on ballots only one vote may be cast on behalf of the institutional member.

4. Annual dues for each class of membership shall be determined by the Board of Directors from time to time subject to ratification by a majority of the members voting.

5. Notice of proposed changes in dues shall be circulated to the membership at least thirty (30) days prior to a vote.

#### IV. OFFICERS AND GOVERNMENT

##### 1. Officers:

The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer.

##### 2. Duties of Officers:

The duties of the above named officers shall be those usually associated with these positions and as enumerated in the parliamentary authority except when defined otherwise in these Bylaws. The Vice President shall audit the books of the Corporation within three months of the close of the fiscal year and present a formal report at the next meeting of the Board of Directors.

##### 3. Election of officers and terms of office:

The officers of the Corporation shall be elected by annual ballot distributed to members no less than 45 days and no more than 90 days prior to the annual business meeting. Completed ballots are to be submitted and results reported at least 15 days prior to the annual business meeting. Members must be provided no less than 15 days in which to submit their completed ballot. The nominee receiving a plurality of the legal votes cast for an office shall be elected to that position. The Vice President shall be the President elect. The President and Vice President shall each serve a single term of one year in each office, beginning thirty (30) days after the annual business meeting, the Vice President succeeding as President at the end of one year. A Vice President shall be elected every year.

The Secretary and Treasurer shall be elected for staggered terms of two years, (Secretary in odd numbered years, Treasurer in even-numbered years) beginning thirty (30) days after the annual business meeting. Each shall serve until his or her successor is elected, and said officers shall be eligible to succeed themselves.

In the event of a vacancy in the position of Vice President or Secretary or Treasurer, the President shall appoint the candidate for that position who received the next highest votes in the last election. That person is to serve as a replacement until the next election. If that candidate is unable to serve, the President, with the approval of the Board of Directors, shall appoint another member to serve the remainder of the unexpired term.

#### 4. Board of Directors:

The government of the Corporation, the management of its affairs, and the regulation of its procedures shall be vested in a Board of Directors composed of the four officers, the immediate past President, and three other directors elected by the membership. The Board of Directors shall act for the membership between meetings of the general membership.

A meeting of the Board of Directors shall be held within ninety (90) days of their taking office; At least two other meetings of the Board of Directors shall be held during the year before the next annual business meeting.

#### 5. Election of directors and terms of office:

Directors shall be elected by ballot distributed to members no less than 45 days and no more than 90 days prior to the annual business meeting. Completed ballots are to be submitted, and results reported, at least 15 days prior to the annual business meeting. Members must be provided no less than 15 days in which to submit their completed ballot. Directors shall be elected for terms of two years. Alternately two directors shall be elected in odd-numbered years and one director in even-numbered years. Beginning with the 1995 election, one director shall be elected as Membership Director to serve for a term of two years.

The nominees receiving the highest number of legal votes cast shall be elected to the Board of Directors.

In the event of a vacancy for the position of director, the President, shall appoint the candidate for the position who received the next highest vote in the last election. That person shall serve the remainder of the unexpired term. If that candidate is unable to serve, the President, with the approval of the Board of Directors, shall appoint another member to serve the unexpired term.

A non-officer director shall be ineligible to serve more than two successive terms, except that a director appointed to fill an unexpired term is eligible thereafter to be elected by the membership to not more than two additional terms.

At the first election following the incorporation of the organization (in 1993), the terms for officers and directors shall be as follows: President for one year; Vice President for one year, to become President the following year; Secretary for two years; two directors for two years. The Treasurer and one director shall hold office for the additional year of

their unexpired terms.

The following year the Vice President shall become President, a Vice President shall be elected, a Treasurer shall be elected for two years, and one director shall be elected for two years.

6. Nomination of officers, directors, and nominating committee members:

Officers, directors, and nominating committee members shall be elected from a slate presented by the nominating committee as well as any names submitted by membership petition.

7. Removal of officers or directors:

Any officer or director may be removed from office by a written majority vote of the dues-paying members of the Corporation.

## V. MEETINGS

1. Regular meetings:

The Corporation shall hold at least one general membership meeting each year. This annual business meeting shall be held in the spring of each year, usually at alternate sites in the north and south of the State, for the purpose of transacting such business as may be brought before the meeting and providing a program of general interest to the members. When convenient, the annual business meeting may be held in conjunction with meetings of allied organizations.

Written notice of the annual business meeting shall be distributed to the membership at least thirty (30) days in advance.

2. Special meetings:

Special general membership meetings of the Corporation may be called by the President upon approval of the Board of Directors, or at the written request of one-third of the dues-paying members or twenty (20) dues-paying members, whichever is the smaller number.

Such special meetings may be called for the purpose of conducting special business or may consist of special workshops focusing on a specific subject or subjects.

Written notice of such special meetings of the membership shall be distributed to the membership at least thirty (30) days in advance.

3. Quorum and vote required for legal action:

At any regular or special meeting of the membership, at least three (3) directors and one-tenth (1/10) of the dues-paying membership shall constitute a quorum for the transaction of business. Except as otherwise provided in these Bylaws, a majority of the legal votes cast shall be required to take action.

A quorum for a meeting of the Board of Directors is four (4) voting members of the Board of Directors.

## VI. COMMITTEES

### 1. Standing committees:

Standing committees shall consist of a nominating committee, a program committee, an election committee, and such other committees as the Board of Directors shall from time to time deem necessary or advisable.

### 2. Selection and terms of standing committee members:

Standing committees shall be comprised of at least three members including the chair. Subject to the approval of the Board of Directors, the President shall appoint the chair of standing committees, except the nominating committee and the membership chair which is chaired by the membership director. Terms of standing committee members and chairs shall end concurrently with the term of the President. The President shall be an ex-officio non-voting member of all standing committees except the nominating committee.

### 3. Nominating Committee

The nominating committee shall consist of the immediate past President and two elected members. In the 2006 election, one nominee receiving the greatest number of votes legally cast for the committee on the written ballot shall be elected to serve a term of two (2) years, and the nominee receiving the second greatest number of votes will serve a term of one (1) year. In the 2007 election, only one member will be elected to the Nominating Committee, and the position previously designated to serve for one (1) year will henceforth serve a two (2) year term as well. In subsequent elections, one member will be elected each year to serve a term of two (2) years beginning thirty (30) days after the annual business meeting. Nominating committee members may not succeed themselves. Vacancies should be filled in the same manner as officer/director vacancies. The immediate past President shall serve as chair of the nominating committee.

### 4. Special committees or task forces:

Special committees may be created when the need arises and in the same manner as the regular standing committees. Chair and members of these committees shall serve until their charge is fulfilled.

## VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Sturgis's Standard Code of Parliamentary Procedure shall govern the Corporation in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws.

## VIII. DISSOLUTION

Upon the winding up and dissolution of this Corporation (Society of California Archivists, Inc.), after paying or adequately providing for debts and obligations of the Corporation, the remaining assets shall be distributed to the Society of American Archivists or such other organization of similar purpose as may be selected by the Board of Directors, provided such organization has remained eligible to accept tax deductible gifts for charitable, educational, or philanthropic purposes under Section 501 (c)(3) of the United States Internal Revenue Code.

No part of the income or assets of this Corporation shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Corporation may, subject to approval by the Board of Directors, pay reasonable compensation for services rendered and reimburse officers, directors or other members for legitimate and reasonable expenditures on behalf of the Corporation.

The Corporation may also make payments and distributions in furtherance of the educational and other public purposes for which it was formed.

## IX. TAX STATUS

Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a non-profit Corporation, gifts to which are deductible by the donor for federal income tax purposes pursuant to Section 501 (c)(3) of the Internal Revenue Code of 1954 as amended from time to time.

## X. AMENDMENTS

These Bylaws may be amended or expanded by the affirmative vote of three-fifths (3/5) of the votes legally cast by the dues-paying membership in a ballot, provided copies of such changes or additions have been circulated to the membership at least thirty (30) days in advance. Further amendments to the Bylaws or to a proposed bylaw amendment may be proposed in writing either by five (5) members and filed with the Secretary or by the Board of Directors.

9/13 tep; 07/2016 llc

**1-3**  
**Articles of Incorporation**

1. The name of the Corporation is:

SOCIETY OF CALIFORNIA ARCHIVISTS, INC.

2. An existing unincorporated association, the Articles of Incorporation and By-laws of the Society of California Archivists, are being amended by the filing of these Articles.

3. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes.

4. The general purpose of this Corporation is to engage in any lawful act or activity for which a Corporation may be organized under such law.

5. A. The further specific purposes of the corporation are to encourage public understanding of the importance to society of historical knowledge; to support and sponsor educational programs and other activities to encourage and advocate the identification, collection, preservation, use and appreciation of historic records and manuscripts as well as to foster and support the initial and continuing education of professional archivists.

5. B. This Corporation is organized and shall be operated exclusively for such purposes as are described above and as shall be permissible within the purview of section 501(C) (3) of the U. S. Internal Revenue Code. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(C) (3) of said Internal Revenue Code or (b) by a corporation contributions to which are deductible under section 170(C) (2) of the Internal Revenue Code.

5. C. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any officer, director or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining, after payment or provision for payment of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation (preferably, provided it qualifies as herein provided, but not otherwise, the organization identified in paragraph 11 of these Articles) which is organized for substantially similar purposes and which has established and maintained its tax exempt status under section 501 (C) (3) of the U.S. Internal Revenue Code.

6. There shall be two classes of membership: individual and institutional. All individual members and all individuals representing institutional members shall have the same rights, privileges, preferences and be subject to the same restrictions and conditions except that in membership meetings or mail ballots only one vote may be cast on behalf of the institutional member. No more than one membership shall be held by any one individual.



7. The Corporation shall have such number of directors as the by-laws shall from time to time prescribe but not less than five. The names and addresses of the persons who shall constitute the initial board of directors shall be:

James D. Hofer, President  
San Bernardino County Archives  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0795

Georgiana Lynn White, Vice President/President Elect  
California State University  
Special Collections and University Archives  
2000 Jed Smith Drive  
Sacramento, CA 95819-6039

Deborah Day, Secretary  
Scripps Institution of Oceanography Archives  
University of California, San Diego  
Mail Code 0175C  
La Jolla, CA 92093-0175

Dennis Bitterlich, Treasurer  
UCLA Library, University Archives  
Box 951575  
Los Angeles, CA 90095-1575

Paul Wormser, Membership Director  
National Archives and Records Administration  
Pacific Southwest Region  
2400 Avila Road, 1st Floor  
Laguna Niguel, CA 92656

Julie Reiz, Director  
Jet Propulsion Laboratory  
4800 Oak Grove Drive, M/S 512-110  
Pasadena, CA 91109

Susan Ewing Haley, Director  
National Park Service  
Golden Gate National Recreation Area  
Fort Mason, Bldg. 201  
San Francisco, CA 94124

Lynn Downey, Immediate Past-President  
Levi Strauss & Co. Archives

1155 Battery Street  
San Francisco, CA 94111

8. The initial directors, all of whom are members of the Board of Directors of the Society of California Archives, Inc., shall hold office until the next regularly scheduled mail ballot election in May of 1997, or until such time thereafter as the terms to which they have been elected shall expire and their successors duly elected.

9. The name and business address in the State of California of this Corporation's initial agent for service of process is Deborah Day, SIO Archives, University of California, San Diego, Mail Code 0175C, La Jolla, California 92093-0175.

10. The duration of the Corporation's existence shall be perpetual.

11. In the event of a dissolution of this Corporation or in the event of its failure or inability to carry out the objects and purposes hereinabove set forth, all the business, property and assets of the Corporation shall be distributed to the Society of American Archivists or such other organization of similar purpose as may be selected by the Board of Directors. In no way shall the assets or property of the Corporation, in the event of dissolution, be distributed for any purpose to any member.

I hereby declare that I am one of the persons who executed the foregoing Articles of Incorporation, which execution is my act and deed.

Lynn Downey, Immediate Past President

SCA Articles of Incorporation as amended January 15, 1997.

**1-4**  
**Mission Statement**

The Society of California Archivists, Inc. exists to support and develop the education of those who collect, care for, and provide access to the documentary heritage of California and adjoining areas and to encourage public interest in and public support for archival facilities in public and private institutions.

To this end the Corporation shall:

1. act as a vehicle for dissemination of information about archival collections, issues, and methodology to the profession and the public;
2. provide a forum for the discussion of matters related to the creation, preservation, and use of historical documents;
3. develop, offer, and support archival education programs;
4. cooperate with individuals and other organizations on matters of common concern;
5. and advocate the identification, collection, preservation, use and appreciation of historical records and manuscripts.

01/2018 llc

## 1-5 Core Values

### **Statement by the SCA Board affirming SCA's core values**

The Society of California Archivists (SCA) is a non-profit statewide professional organization with a membership of more than 500 archivists and records managers. California's varied institutions- and the Society's diverse membership—are committed to the use, preservation, and retention of records.

Our organization cooperates with individuals and other entities on matters of common concern, no matter where the individual or organization is located. SCA supports the position of many of our sister associations, such as the Society of American Archivists, the American Library Association, and others in their strong belief that public notice should be given before removal of any online government information. We stand with our allied organizations in our commitment to offer users free access to information without discrimination.

Our state's institutions and archivists hold the human record of every race, creed, gender, and religion on earth. We are, at our core, an organization that develops, supports, and promotes archival education to all individuals regardless of national origin, race, orientation, or religion. California's archival community includes people of color, members of the LGBTQI community, immigrants, religious clergy, and people with disabilities.

The records we hold document the historical past, transform communities, and promote unity and understanding. We value diversity in all its manifestations and look forward to encouraging public interest in, and public support for, archival facilities serving the people of California.

Members of the 2016-2017 SCA Board:

Mattie Taormina, President

David Uhlich, Vice President/President Elect

Lisa Crane, Secretary

Kate Tasker, Treasurer

Christy Horton, Membership Director

Chris Marino, Member At-Large Board

Li Wei Yang, Member At-Large

Ellen Jarosz, Immediate Past President

02/2018 Ilc

**1-6**  
**Code of Conduct**

\*\*\* Placeholder 1-5 page 1/1 \*\*\*

01/2018 llc; 02/2018 llc

## 1-7 SCA Privacy Policy

### **Introduction**

The Society of California Archivists recognizes the importance of protecting the privacy and confidentiality of information provided by its members. This policy outlines how the Society of California Archivists collects, uses, and protects personal information.

### **Authorized Use and Disclosure of Information**

The Society of California Archivists collects potentially confidential information from both SCA members and non-members to provide a variety of services that support the organization's mission. This information is used to facilitate registration and payment for workshops, webinars, the Annual General Meeting, member-initiated events, and other SCA-sanctioned events and activities. Contact information provided through registration is used for email communications regarding those specific events. This information is kept confidential unless disclosure is required by law or the individual registrant chooses to release it. Registrants can select what information - like their names and affiliations - will appear on any lists of individuals participating in these events.

SCA also maintains an online directory of members that is password-protected, and may only be accessed by SCA members. Members can edit their profiles at any time, and have the ability to choose what personal information from their individual profiles is made public to other members, allied organizations, and vendors. It is an individual member's responsibility to restrict information that they do not wish to disclose. Personal information that an individual member identifies as public to other members - like names, affiliation, and contact information - will appear in the Membership Roster and Bylaws, an annual publication provided in PDF format in the password-protected "Members Only" section of the SCA website. Personal contact information is often used for disseminating information to members about upcoming events and SCA-related news; preferences for participating in specific committees, and personal contact information, are also disclosed to chairs of those committees to facilitate an individual member's participation in committee activities.

SCA occasionally makes its mailing list available to allied organizations and vendors. Members can decide not to make their information available to other parties, and can opt to be excluded from mailing lists provided to allied organizations and vendors. All external organizations that receive SCA's mailing list must have an appropriate privacy and confidentiality policy in place.

### **Guidelines for Use of Membership Directory**

Any information provided to SCA for publication in the Membership Directory or Membership Roster and Bylaws is for professional use by SCA and its members only. Distribution or storage of this information for purposes not related to SCA business or other professional use is prohibited.

## **SCA Website and Data Security**

The Society of California Archivists uses a variety of software applications to provide services to members. For more information about how the providers of these software applications keep personal information secure, please visit their websites.

### **Wild Apricot**

SCA uses Wild Apricot, a membership management software, to maintain its website, manage membership and event registration, securely process payments, maintain an online Membership Directory, and communicate with its members.

<https://www.wildapricot.com/security-policy-overview>.

### **PayPal**

SCA uses PayPal to securely process online payments of membership dues and registration fees.

<https://www.paypal.com/us/webapps/mpp/ua/privacy-full>

### **RegOnline**

RegOnline is a software platform for event registration and management. SCA uses RegOnline to facilitate registration for large events, like the Annual General Meeting.

<https://www.lanyon.com/privacy-policy/privacy-policy-global.shtml?domain=en-US>

### **election buddy**

SCA uses the software platform election buddy to conduct anonymous online elections for vacant officer positions on an annual basis.

<https://electionbuddy.com/privacy>

### **Google**

SCA uses Google Drive to store and distribute files created by board and committee members for official society business. SCA uses Google Forms to collect information from members for specific purposes, like soliciting nominations for officer positions.

[https://www.google.com/intl/en\\_US/policies/privacy/](https://www.google.com/intl/en_US/policies/privacy/)

### **GoToWebinar**

SCA uses GoToWebinar to create and host webinars for educational purposes. <https://www.logmeininc.com/legal/privacy>

01/2018 Ilc; 02/2018 Ilc

## **1-8**

### **Administrative Information**

The master copy of the Society of California Archivists Handbook, maintained by the Secretary, exists in an online format on the SCA website. All Board decisions affecting material in it should be immediately noted by the Secretary. These revisions should be made and updated in the master online copy of the Handbook so that all board members, committee chairs, and the general membership may have access to the most current version.

A printed version of the Handbook should also be maintained by the Secretary, and a printed copy of each outdated or superseded section sent to the SCA Archives.



## 1-8-1 Calendar: SCA

Note: Most of the dates indicated on this calendar are intended as guidelines to the timing of SCA activities. Those events whose timing is governed by the SCA Bylaws are indicated as appropriate.

Scheduling is based largely the recent tradition of holding the Annual General Meeting (AGM) in mid-April to early May. The exact dates of SCA events and deadlines must be adjusted annually to reflect the variation of the calendar year and the varying dates of the AGM.

### January/February

- SCA fiscal year begins on January 1.
- *Newsletter* published.
- Quarterly Board meeting.
- Annual General Meeting program information disseminated in no later than late February.

### March

- Deadline for submission of information for *Newsletter* (March 1).
- Elections Committee mails ballots and candidate biographies and statements to membership no less than forty-five (45) and no more than ninety (90) days prior to the annual business meeting (Bylaws IV.3).
- Written notice of the annual business meeting shall be distributed to the membership at least thirty (30) days in advance of the AGM (Bylaws V.1).

### April

- Ballots are to be returned and results reported no less than fifteen (15) days prior to the annual business meeting (Bylaws IV.3).
- Candidates are notified of results of election.
- *Newsletter* published.
- Joint meeting of incoming and outgoing Board members and committee chairs as part of first day of AGM.
- AGM and annual business meeting. New Board and Committee members introduced to the membership.
- Quarterly Board meeting (held in conjunction with the AGM).

### May/June

- Spring Education Committee workshop held in region of the state opposite where the AGM occurred.
- Terms of new officers, Board members and committee chairs begin 30 days after the business meeting.

- Deadline for submission of information for *Newsletter* (June 1).

#### June/July

- Western Archives Institute takes place.

#### July

- Western Archives Institute takes place.
- *Newsletter* published.

#### August

- Quarterly Board meeting.

#### September

- Deadline for first Board meeting, which must occur within 90 days of assuming office (Bylaws IV.4).
- Deadline for submission of information for *Newsletter* (September 1).

#### October/November

- *Newsletter* published.
- Fall Education Committee workshop(s).
- Quarterly Board meeting (traditionally when the approval of the next fiscal year's budget occurs).

#### December

- Deadline for submission of information for *Newsletter* (December 1).

5/93 jok, 4/94 ppa, 4/11 jmw, 3/12 tep, 01/2018 llc, 02/2018 llc

## 1-8-2 Mailing Information

### Permanent Mailing Address

Society of California Archivists  
c/o California State Archives  
1020 "O" Street  
Sacramento, CA 95814

### General Description and Use

The address noted above serves as a permanent mailing address for the Society.

The address should be used as the postal return address for the SCA Newsletter, workshop fliers, membership brochures, and other Society publications, brochures, and other mailings.

Membership inquiries and applications (not membership renewals), exchange newsletters, and other general correspondence and communications should be directed to this address. Mail will be sorted and forwarded to the appropriate individuals.

Mail intended for specific officers, Board of Directors members, and committee chairs should continue to be addressed to those individuals, *not the permanent mailing address*, unless the current office holder or chair is not known.

Registration for workshops, the Annual General Meeting, and other Society events; newsletter submissions; membership renewal notices, ballots; surveys; and similar mailings should be addressed to the responsible Committee chair or designee, not the permanent mailing address.

### Management of the Permanent Address

A staff member of the California State Archives (CSA) will manage the permanent address. The CSA staff member serves at the pleasure of the Society's Board of Directors; therefore the Board needs to be kept informed as to who is serving in this capacity.

SCA reimburses the CSA manager for all expenses incurred in the fulfillment of the responsibilities described below. Expenses include postage, stationery, photocopying, mailing labels, telephone calls, and rubber stamps.

### Responsibilities

1. Checks the SCA mail box at least twice a week and acts on the contents in a timely manner. Time dated or urgent materials should be forwarded immediately. Membership forms and publication orders may be accumulated and forwarded weekly. Advertisements, junk mail, and oddities may be forwarded or discarded, at the discretion of the manager. Other mailings are forwarded to SCA officers, directors, committee chairs and/or newsletter editor as appropriate.

2. Responds to general inquiries regarding SCA, provides membership information/brochures when requested and directs inquiries to the appropriate board, chair, or committee member.
3. Contacts the Membership Director to check on and correct member contact information (address or phone number) when SCA mailings are returned as undeliverable from the post office. If mailing information can be corrected forwards mail when possible.
4. Provides itemized list of expenses, with receipts as possible, to the Treasurer, using the request for reimbursement form. The Treasurer will include this expense as a separate item in reports to the Board of Directors.

#### Change of Address

Members are responsible for informing SCA of any change of address. Returned mailings will not be forwarded unless a new address is provided by the post office on the returned item. SCA is not responsible for determining new address unless informed by members. Change of address information will be forwarded to the Membership Director.

#### Foreign Mailings

SCA mailings (e.g. newsletter, workshop announcements, etc.) to foreign destinations *must* be placed in an envelope to assure proper delivery, otherwise they will be returned by the post office.

## 1-8-3 SCA Identity Guidelines

These Identity Guidelines are intended to help board members, committee chairs, and others developing creative content for SCA maintain graphic continuity on our website, in the SCA Newsletter, and in other print and online applications. The logo, letterhead, and other files can be downloaded from the “Members Only” section of the SCA website.

### **Logos**

The SCA logo can be included on internal and external communications. The logo is available with blue, white, and transparent backgrounds in numerous file formats.

#### Color Logos

The color logo should be used whenever possible, especially on the website, the newsletter, and professionally printed materials like official signage and AGM programs.

#### Black/White Logo

The black/white logo can be used on stationary or in other contexts where color is not feasible or desirable.

### **Typography**

#### Headline

Aller is used for the "SCA" and "Society of California Archivists" text in the logo. It should primarily be used for headlines, has a free license, and is available for download from the “Members Only” section of the SCA website.

#### Body Copy

Georgia and Helvetica should be used for body copy in print and online.

The use of Georgia can impart a classic and formal look, but the serifs can also be difficult to read in some applications.

The use of Helvetica can impart a modern and clean look, but Helvetica can also look plain in some design contexts.

### **Letterhead**

SCA's letterhead can be printed in color or black/white. Templates for both versions can be downloaded from the “Members Only” section of the SCA website.

## Color Palette

### Primary Colors

|   |   |
|---|---|
| <p>Pantone 532 C<br/>C: 80% M: 72% Y: 54% K: 61%<br/>R: 36 G: 39 B: 51<br/>Web: #242733</p> | <p>Pantone 7579 C<br/>C: 0% M: 80% Y: 94% K: 0%<br/>R: 240 G: 89 B: 42<br/>Web: #F0592A</p> |
|---|---|

### Secondary Colors

|  |  |   |
|--|--|---|
| <p>Pantone 1797 C<br/>C: 14% M: 94%<br/>Y: 79% K: 4%<br/>R: 202 G: 50 B: 61<br/>Web: #CA323D</p> | <p>Pantone 7569 C<br/>C: 7% M: 50%<br/>Y: 86% K: 0%<br/>R: 231 G: 145 B: 62<br/>Web: #E7913E</p> | <p>Pantone 7541 C<br/>C: 4% M: 2%<br/>Y: 3% K: 0%<br/>R: 241 G: 242 B: 242<br/>Web: #F1F2F2</p> |
|--|--|---|

06/2018 llc

**Records Retention Schedule and Vital Records Listing**

| Series #   | Records Series                                       | Responsible Officer | Retention Period | Legal Citation        | To Society Archives (yes/no) | Vital (yes/no) | Comments/Suggestions   |
|--|--|---------------------|------------------|-----------------------|------------------------------|----------------|--|
| 1  | Accounts Payable                                     | Treasurer           | 3 yrs            | 26 CFR 1.6001-1       | No                           | Yes            | passed along   |
| 2  | Accounts Receivable                                  | Treasurer           | 3 yrs            | Admin                 | No                           | Yes            | passed along   |
| 3  | Annual Financial Report/General Account              | Treasurer           | Perm             | Admin                 | Yes                          | No             | keep 1-2 years; then to Archives   |
| 4  | Association History                                  | President           | Perm             | Admin                 | Yes                          | No             | handbook is revised every 5 years; updates should be sent to Archives annually; refer to Section 4-4, No. 7 in handbook                                    |
| 5  | Audits - Internal and External                       | Vice-President      | 5 yrs            | 26 CFR 1.6001-1/Admin | No                           | No             | passed along   |
| 6  | Balance Sheets/Income Statements                     | Treasurer           | 3 yrs            | Admin                 | No                           | Yes            | passed along   |
| 7  | Bank Records   | Treasurer           | 3 yrs            | Admin                 | No                           | Yes            | passed along   |
| 8  | Budgets  | President           | 3 yrs            | Admin                 | Yes                          | No             | send 1 final budget to Archives  |
| 9  | By-laws/Incorporation Papers/Non-profit Status Paper | Secretary           | Perm             | Admin                 | Yes                          | Yes            | safe deposit box   |
| 10   | Contracts/Agreements                                 | Secretary           | Current + 5 yrs  | Admin                 | No                           | Yes            | while in effect contracts are vital  |
| 11   | Copyrights, Trademarks, and Logo                     | Secretary           | Perm             | Admin                 | Yes                          | Yes            | safe deposit box   |
| 12   | Corporate Seal                                       | Secretary           | Perm             | Admin                 | No                           | Yes            | passed along   |
| 13   | Correspondence                                       | Various             | 3 yrs            | Admin                 | No                           | No             | passed along; subject to historical review   |
|  | <i>Deposit Slips see Bank Records</i>                |                     |                  |                       |                              |                |  |
| 14a  | Elections - Ballots                                  | Secretary           | 8 mos            | Handbook              | No                           | No             |  |
| 14b  | Elections - Nominations                              | Secretary           | 3 yrs            | Admin                 | No                           | No             | passed along   |
| 15   | Government Reports                                   | Treasurer           | 3 yrs            | 26 CFR 1.6001-1       | No                           | No             |  |
|  | <i>Handbook see Association History</i>              |                     |                  |                       |                              |                |  |
| 1-4-3Table.docx rev 07/2016  |  |                     |                  |                       |                              |                |  |
| Notes:   |  |                     |                  |                       |                              |                |  |
| Abbreviations:   |  |                     |                  |                       |                              |                |  |
| <ul style="list-style-type: none"> <li>● "Passed along" indicates records are to be held by the appropriate director and transferred to successor director until retention period has been met</li> <li>● Many records series are vital only while current</li> <li>● Legal Citations with CFR refer to the Code of Federal Regulations</li> </ul> |  |                     |                  |                       |                              |                |  |
|  |  |                     |                  |                       | Ref                          |                | - Reference (documents with this retention period are usually kept until completion of project [plus 1 year]; such documents are subject to annual review) |

**Records Retention Schedule and Vital Records Listing**

| Series # | Records Series  | Responsible Officer | Retention Period | Legal Citation | To Society Archives (yes/no) | Vital (yes/no) | Comments/Suggestions  |
|----------|---|---------------------|------------------|----------------|------------------------------|----------------|---|
| 16       | Insurance<br><i>Logo see Copyrights, Trademarks, and Logo</i>   | Treasurer           | Perm             | Admin          | No                           | Yes            | safe deposit box  |
| 17       | Membership Roster & Updates   | Membership          | Perm             | Admin          | Yes                          | Yes            | current + 1 yr passed along; older rosters to Archives                        |
| 18       | Minutes/Resolutions<br><i>Non-Profit Status see Bylaws, etc.</i><br><i>Organization Charts see Association History</i>          | Secretary           | Perm             | Admin          | Yes                          | Yes            | original to Archives; one set passed along; microfilm for security            |
| 19       | Promotional Information   | Program             | Perm             | Admin          | Yes                          | No             | 1-2 copies to Archives  |
| 20       | Publications  | Program             | Perm             | Admin          | Yes                          | No             | 1-2 copies to Archives  |
| 21       | Reports and Surveys<br><i>Resolutions see Minutes/Resolutions</i><br><i>Scholarship Applications see Correspondence/Subject</i> | Secretary           | Perm             | Admin          | Yes                          | No             | year end and special reports; for surveys do not include individual responses |
| 22       | Working Papers  | Various             | Ref              | Admin          | No                           | No             | review annually<br><br>1-4-31 able.docx rev 07/2016                           |

Notes:

- "Passed along" indicates records are to be held by the appropriate director and transferred to successor director until retention period has been met
- Many records series are vital only while current
- Legal Citations with CFR refer to the Code of Federal Regulations

Abbreviations:

- ys - years
- mos - months
- Perm - Permanent record
- Admin - Administrative Decision
- Ref - Reference (documents with this retention period are usually kept until completion of project [plus 1 year]; such documents are subject to annual review)

07/2016 llc; 01/2018 llc; 02/2018 llc; 06/2018 llc



**1-85**  
**Records Destruction Calendar**

| Society of California Archivists, Inc. |  |                           |                           |                           |                           |                           |                           |                              |  |
|--|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------------------------|--|
| <b>Records Destruction Calendar</b>    |  |                           |                           |                           |                           |                           |                           |                              |  |
| <b>for Years 1995 - 2000</b>           |  |                           |                           |                           |                           |                           |                           |                              |  |
| Series #                               | Records Series   | 1995                      | 1996                      | 1997                      | 1998                      | 1999                      | 2000                      |                              |  |
| 1                                      | Accounts Payable   | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 2                                      | Accounts Receivable  | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 3                                      | Annual Financial Report/General Account                    | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 4                                      | Association History  | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 5                                      | Audits - Internal and External                             | 1989 and older            | 1990                      | 1991                      | 1992                      | 1993                      | 1994                      |                              |  |
| 6                                      | Balance Sheets/Income Statements                           | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 7                                      | Bank Records   | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 8                                      | Budgets  | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 9                                      | By-laws/Incorporation Papers/Non-profit Status Paper       | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 10                                     | Contracts/Agreements (expired)                             | 1989 and older            | 1990                      | 1991                      | 1992                      | 1993                      | 1994                      |                              |  |
| 11                                     | Copyrights, Trademarks, and Logo                           | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 12                                     | Corporate Seal   | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 13                                     | Correspondence   | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 14a                                    | Elections - Ballots  | 8 mos after 1995 election | 8 mos after 1996 election | 8 mos after 1997 election | 8 mos after 1998 election | 8 mos after 1999 election | 8 mos after 2000 election |                              |  |
| 14b                                    | Elections - Nominations                                    | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
| 15                                     | Government Reports   | 1991 and older            | 1992                      | 1993                      | 1994                      | 1995                      | 1996                      |                              |  |
|  | <i>Handbook see Association History</i>                    |                           |                           |                           |                           |                           |                           |                              |  |
| 16                                     | Insurance  | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
|  | <i>Logo see Copyrights, Trademarks, and Logo</i>           |                           |                           |                           |                           |                           |                           |                              |  |
| 17                                     | Membership Roster & Updates                                | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 18                                     | Minutes/Resolutions  | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
|  | <i>Non-Profit Status see Bylaws, etc.</i>                  |                           |                           |                           |                           |                           |                           |                              |  |
|  | <i>Organization Charts see Association History</i>         |                           |                           |                           |                           |                           |                           |                              |  |
|  | <i>Policies &amp; Procedures see Association History</i>   |                           |                           |                           |                           |                           |                           |                              |  |
| 19                                     | Promotional Information                                    | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 20                                     | Publications   | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
| 21                                     | Reports and Surveys  | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      | Perm                      |                              |  |
|  | <i>Resolutions see Minutes/Resolutions</i>                 |                           |                           |                           |                           |                           |                           |                              |  |
|  | <i>Scholarship Applications see Correspondence/Subject</i> |                           |                           |                           |                           |                           |                           |                              |  |
| 22                                     | Working Papers   | After ref                 | After ref                 | After ref                 | After ref                 | After ref                 | After ref                 | 1-4-4Ttable.docx rev 07/2016 |  |

07/2016 llc, 01/2018 llc, 02/2018 llc, 06/2018 llc

**1-8-6**  
**SCA Archives: Finding Aid**

The SCA Archives are held by Special Collections at the University of California, Santa Barbara. An EAD version of the finding aid is made available on the Online Archive of California (OAC) at <http://www.oac.cdlib.org/findaid/ark:/13030/kt158033bd/> . This version of the finding aid was accessed in May 2011.

History

SCA approved a resolution on December 3, 1976 establishing the SCA Archives and designating UCLA Special Collections as the repository. The SCA Archives collection was established by Anne Caiger, head of Special Collections at the University Research Library of UCLA with the first transfer of records in 1976 and 1977. Anne was an early member of the society and served as president from 1979-1980. James Mink, the first president of SCA, was also from UCLA. Due to the strong UCLA/SCA connection in the formative years of the society, it was a natural outgrowth that the archives be under the care and supervision of the University's Special Collections department. The SCA Archives collection was actually stored in the University of California's Southern Regional Storage Facility. By agreement with SCA, UCLA and Special Collections at UCSB, the archives were formally transferred to UCSB Special Collections in the mid-1990s.

\*\*\*\*\*finding aid from OAC to be inserted as is after this\*\*\*\*\*