

# SMT Archives Policy

## Record Group I: Executive Board

1. All agendas, minutes, and reports from the Executive Board meetings:
  - a. includes various standing and ad-hoc committee reports.  
Responsible Party: Secretary  
Timeline: Up to 30 days & Ongoing
2. All minutes from the annual Business Meeting of the Society.  
Responsible Party: Secretary  
Timeline: Up to 30 days & Ongoing
3. Versions of SMT Bylaws, Governance Guidelines, policies, and public statements.  
Responsible Party: Secretary  
Timeline: Up to 30 days & Ongoing
4. Archived SMT-Board listserv discussions.  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing
5. Special projects conducted under the auspices by the Executive Board.  
Responsible Party: Executive Director  
Timeline: Ongoing

## Record Group II: Officers and Administration

Individual documents from President, Vice President, Secretary, and Treasurer.

1. Individual documents from Vice President (minutes from Interest Group Chairs Meeting at annual meeting, records relating to Subvention Grants)  
Responsible Party: Vice President  
Timeline: 1-3 months & Ongoing
2. Individual documents from Treasurer (budgets, financial records, audits, bank statements, documents on grants, awards, and stipends)  
Responsible Party: Treasurer  
Timeline: 1-3 months & Ongoing
3. Position & Succession documents  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing
4. Position announcement for Executive Director  
Responsible Party: Executive Director  
Timeline: Immediate

## Record Group III: Committees, Publication Boards, and Task Forces

1. Website lists of the titles of journals and standing committees over time  
Responsible Party: Web Editor  
Timeline: Completed & Ongoing
2. Lists of membership of committees, and publication boards over time  
Responsible Party: Web Editor  
Timeline: Completed (on website) & Ongoing
3. Position & Succession documents  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing

4. Recording and archiving guaranteed standing committee sessions at the annual meeting.  
Responsible Party: Executive Director  
Timeline: Ongoing
5. Awards
  - a. List and Description of Awards  
Responsible Party: Executive Director  
Timeline: Up to 30 days & Ongoing
  - b. List of Recipients and Titles/Citations  
Responsible Party: Executive Director  
Timeline: Completed (on website) & Ongoing
6. Special projects  
Responsible Party: Executive Director  
Timeline: Ongoing

## Record Group IV: Annual Conference

Programs, executive director correspondence, and planning materials pertaining to each Annual Conference. Record groups are divided into subgroups by year of convention.

1. Annual program booklet  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing
2. Call-for-papers for each conference  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing
3. Recorded plenary/keynote, business meeting, and awards ceremony  
Responsible Party: Executive Director  
Timeline: Immediate & Ongoing

## Record Group V: Publications

Record groups are divided into sub groups by title of publication.

1. SMT Newsletter  
Responsible Party: Newsletter Editor  
Timeline: Completed (on website) & Ongoing
2. Journals
  - a. Music Theory Spectrum
    - i. Hard copies of journal  
Responsible Party: Executive Director  
Timeline: Completed (storage) & Ongoing
    - ii. Agreements with publishers  
Responsible Party: Executive Director  
Timeline: Completed (Google Drive) & Ongoing
  - b. Music Theory Online  
Responsible Party: MTO Editor  
Timeline: Completed (Dropbox/Amazon S3) & Ongoing
  - c. SMT-V  
Responsible Party: SMT-V Editor  
Timeline: 3-6 months & Ongoing
  - d. SMT-Pod  
Responsible Party: SMT-Pod Editors  
Timeline: Completed (Google Drive & Captivate) & Ongoing

## **Record Group VI: General Membership**

1. Membership Directory (once annually)  
Responsible Party: Executive Director  
Timeline: Ongoing
2. List of Interest Groups (once annually)  
Responsible Party: Executive Director  
Timeline: Ongoing

## **Access of Items:**

The following items may be made available upon request:

1. Record Group I - Items 1, 2, and 3
2. Record Group II - Items 3 and 4
3. Record Group III
4. Record Group IV
5. Record Group V - Excluding 2.a.ii
6. Record Group VI - Excluding demographics and contact information