

NHLA Executive Board Meeting
October 10, 2017 2:00 PM – 4:00 PM
NH Municipal Association, Concord NH

- Members Present: Marty Davis, Deb Hoadley, Cara Barlow, Deann Hunter, Sylvie Brikiatis, Kate Thomas, Edmund Lowe, Michael York, Amy Lappin, Lisa Jose, Sarah Leonardi, Ann Hoey, Amber Coughlin, Denise van Zanten, Marilyn Borgendale, Randy Brough, Todd Fabian, Kim Gabert, Steve Viggiano, Julia Lanter, Kara Fontaine, Todd Haynes
- Call to order: 2:00
- Approve minutes of August 8, 2017 meeting: Motion to approve made by Amy Lappin seconded by Amber Coughlin.
- [Treasurer's Report](#)
- Visit from Howe, Riley & Howe with Audit Report.
- Recommendations from Howe, Riley & Howe will be brought to the Finance Committee for review.
- [President's Report](#)
 - Annual reports October 20th.
 - New officers coming on board, update NHLA executive list and website.
 - Items for annual meeting sent to Marilyn Borgendale.
- [President Elect's Report](#)
 - Registration for fall conference open until October 20th.
 - Currently apx. 85 registrants.
- Update from Michael York, State Librarian
 - Department of Natural and Cultural Resources has been created with state library under this department.
 - Jeff Rose commissioner of natural and cultural resources.
 - Operations remain mostly unchanged for state library.
 - Open house at state library October 25th from 3-5 for Ann Hoey's retirement.
 - Survey will be sent to NHAIS list on next automation system to replace current NHUPAC.
 - June of 2019 to spend funds for automation system.
 - Working with UNH on DPLA initiative.
 - Hope to be added to DPLA within a year.
- Meeting with DPLA. Repository and metadata options being considered.
 - Many small libraries lack space for sufficiently high quality documents.
 - Minimal metadata standards being considered.
 - Specifications from UNH were given to Marilyn and she can share this with interested parties.
 - Should obtain "most expensive Epsom scanner the library/consortium/organization can afford."
 - Already have more than 50,000 items required for DPLA from academic libraries.

- MacDonald Fund proposal from Finance Committee (sent via email). Motion from Finance Committee to accept as written. Motion carries unanimously.
- NELA wrap-up of NELLs will be occurring soon to tighten some of the procedures.
- [Retention and Destruction Policy](#) (latest version sent via email): Creator/retainer also in charge of destruction of materials. Ask archivist if material is in question. Motion to accept as written made by Denise van Zanten, seconded by Edmund Lowe. Motion carries, Cara Barlow abstains.
- Highlights from other reports
 - [Past President's Report](#)
 - [New England Library Association Report](#)
 - [State Library Liaison Report](#)
 - [ALA Councilor's Report](#)
 - [Membership](#)
 - [READS](#)
 - Spring Conference: no report submitted
 - [ITS](#)
 - [CHILIS](#)
 - [Intellectual Freedom Committee](#)
 - [YALS](#)
 - [Paralibrarian Section](#)
 - [ULAC](#)
 - [NHLTA](#)
 - [Scholarship](#)
 - Two repayment plans have been requested, one has been repaid in full. Repayment plan requests will be granted.
 - Currently seeking lawyer to review contract for one loan that has been defaulted on.
 - Revolving fund.
 - Advocacy: no report submitted
 - [Continuing Education](#)
 - [Legislative Report](#)
 - [Bylaws Committee](#)
 - [Website Coordinator Report](#)
 - [Small Libraries Summit Report](#)
- Adjourn
- Motion to adjourn made by Randy Brough at 3:42

Respectfully submitted by Matthew Gunby

President's Report

October 2017

The last two months, I have communicated with most of the Executive Board members to help keep many projects moving forward. Here are some highlights.

- In August, I represented NHLA at a NELLs panel on the value of participating in professional organizations. I was proud of the eight NELLs participants from NH.
- Marina Buckler and I have chosen and purchased a new website theme. It is a multi-site, responsive design and Marina is beginning the configuration.
- I have started working with Lisa Jose and Christine Friese on a membership brochure. The concept of the document is to help recruit new members as well as to encourage current members to become active members.
- With Marita Klements, I visited the archives at the State Library. Among a lot of papers that need to be destroyed, we found a panorama photo of those attending the 1923 Annual Conference. Marita and I will be exploring where we can digitize the whole image as one document.
- I have made changes in some of the committees and invited several members to join the Legislative and Continuing Education committees in which they have expressed interest.

The technical sub-committee of the NH Digital Project met in Concord. Based on the experiences of the academic libraries at UNH, Dartmouth, Plymouth and Keene, we will shortly have state-wide standards for digitizing and metadata. Several of us are participating in the beta testing of Hyku, a hosted repository. If that works out, it would be an opportunity for public libraries to join in the state endeavor without purchasing a server of their own. The next part of the project will be discussing a plan to involve the public libraries, historical societies, and other content providing organizations. The four academic institutions have more than the minimum number of images/items for NH to begin the application process of joining the DPLA.

Marilyn Borgendale
NHLA President

NHLA Treasurer's Report – updated 10.10.2017

October 2017

Cara Barlow, NHLA Treasurer

Financial Report

Please find attached:

- NHLA's Profit & Loss Statement as of Sept 30, 2017
- NHLA's Balance Sheet as of Sept 30, 2017
- Citizens Bank account statements
- FY18 Expenses and Income to date

NHLA's total cash assets as of Sept 30, 2017 were \$184,264.45

QuickBooks Migration

Transferring the QuickBooks data from an online full-cost web account to an online Tech Soup web account proved to be more difficult than anticipated. I want to acknowledge Deann Hunter who was finally able to successfully move the data.

FY17 Audit

I want to thank everyone who provided financial data and answered my questions as I responded to the auditors' request. At the October NHLA Board meeting Howe, Riley & Howe will present the financial statements and management letter.

Below is a listing of cash held by each NHLA account as of Sept 30, 2017

NHLA	\$46,080.22
CHILIS	\$19,130.35
READS	\$2,074.68
PARALIB	\$3,141.52
URBANS	\$2,878.88
YALS	\$4,174.93
ITS	\$15.61
WINCHELL LOAN (revolving fund)	\$25,398.55
NORRIS (scholarship)	\$1,442.28
MACDONALD FUND (continuing ed/professional development)	\$10,735.37

President Elect Report to NHLA Board for October 2017

- The Fall Conference and Annual business meeting will take place 11/3/17 at Hooksett Public Library
- Registration is open and 65 people are registered at time of this report. Registration will remain open for approximately 3 more weeks
- Cost of \$30 members/\$40 non-members
- Keynote Speaker is Jeremy Johannesen, workshop presentation by Erica Freudenberg
- I participated on the Nomination Committee for the Geisel Award and a recipient has been selected.

Respectfully Submitted by

Sylvie Brikiatis
President Elect NHLA 2016/2017
Assistant Director
Nesmith Library
Windham, NH

NHLA Past President's Report

The Ann Geisel Award has been purchased and received. I have created a document which outlines the timeline and procedures related to this award for the reference of future nomination committees. It is stored in NHLA's Google Drive. Voting is currently open through October 20, 2017 for the Vice President and Secretary positions on the 2018 Executive Board. The slate of candidates is:

Vice President: Christine Friese

Secretary: Linda Pilla, Matthew Gunby, Pius Murray

This year we purchased two months of access to Survey Monkey for the Executive Boards annual elections as well as the Fall Conference post survey.

Respectfully Submitted,

Jenn Hosking

New England Library Association Report for NHLA Board October 2017:

- The new officers have been elected: Susan Edmonds as VP/President Elect and Bernie Prochnik as Treasurer. They will take their offices on October 24th at the NELA Annual Business Meeting.
- Attended the full board meeting on September 15th.
 - The board voted to hold NELLs in odd years and NELLs 2 in even years going forward.
 - NELLs 2 topics will change to be timely for those of us with a few years under our belts in the profession. Thus NELLs 2 will be held in 2018.
 - There was also discussion about changing the way NELLs is funded/supported.
 - NELLs 2 does not need state support as it is expected individuals will pay their way for attendance at this program.
 - A wrap up meeting to discuss improving NELLs' procedures and policies is to be held on October 12th at 3 pm. I will be attending to represent NHLA and in my role as current NELA Treasurer.
 - The 2018 NELA Conference is in Providence, RI. The board is currently working on RFPs to find a 2019 location.
- A membership survey is still in the works by our Public Relations Committee.
- The idea about adding Ex-Emeritus representatives to the board to help with continuity will be discussed at the Administrative meeting in October.
- The Fall Conference is in Burlington, Vermont October 22nd-24th. The main conference hotel is full and registration is strong for the annual conference. Registration at <http://conference2017.nelib.org/>
 - If you will be at the NELA Conference don't forget to join the NH State Team for the NELA games! There will also be another wine toss to help raise educational funds for NELA scholarships.
- I am currently working on a draft 2018 budget for NELA as Treasurer so that Bernie has time to acclimate to her new role.
- Some of the state reps have been trying to host NELA gatherings of members in their states. I would like to discuss this with the NHLA Board to see if we want to do the same.
- Dara Bradds and I, as your 2019 Conference co-chairs, are working on a draft manual and budget. We have shared our first attempt with the NHLA Officers for input and hope to have something for the full board to review by December.

Respectfully submitted,

Denise M. van Zanten

NHLA Representative to NELA

NH State Library Liaison Report

NHAIS Services will be sending an online survey to solicit stakeholder input for the next generation NHU-PAC.

I will be retiring from the State Library as of October 26, 2017 after working as the Youth Services Coordinator for over 16 years. I want to thank NHLA for the opportunity to serve on its Board as well as the Boards of CHILIS and YALS. I will truly miss working with so many wonderful people in the NH library community.

Respectfully submitted,

Ann Hoey
NHSL Liaison

ALA Councilor Report

October 2017

As my reports have mentioned advocacy related particularly to IMLS funding, a brief update, in September the [House approved full IMLS, LSTA, and IAL funding for 2018](#).

The 2019-2020 ALA presidential candidates have been announced. Wanda Brown, Director of Library Services at the C.G. O'Kelly Library, Winston-Salem State University, Winston Salem, North Carolina will be running against Peter Hepburn, Head Librarian, College of the Canyons, Santa Clarita, California. More information about the candidates is at [ala.org](#).

The search for an ALA Executive Director continues. The Search Committee, of which I am a member, has completed the last round of interviews without identifying candidates to advance in the process. The ALA Executive Board will meet at the end of October to determine how they wish to move the search forward.

Respectfully Submitted,

Amy Lappin

ALA NH Chapter Councilor, 2016-18

Deputy Director

Lebanon Public Libraries

Lebanon, NH

Membership Report for NHLA Board Meeting – Oct. 10, 2017

- Processed incoming memberships, and sent back invalid checks to respective libraries
- Met with Sylvie B. & Marilyn B. to set up Fall Conference event registration in Wild Apricot
 - o Also mulled over possibilities re: incentives for new membership (i.e., raffles, etc.)
- Created & sent email to contacts for opening of registration for 2017 Fall Conference
- Updated handbook for Membership procedures
- Began working on content for new membership brochure (target completion date: mid to late October)
- Emailed two members about joining the Membership Committee
 - o Margaret Gleeson (Nashua) responded; I haven't heard back from Stephanie Loiselle (Wilton)
- Answered NELA/NHLA joint membership inquiries from members (i.e., active or not)
- Troubleshooting Wild Apricot database errors (clean-up in reviewing balances owed or overpayments)
- Sent reminder email for Fall Conference registration
- Emailed monthly joint NELA/NHLA membership report to Bob Scheier of NELA for September
- Notified Wild Apricot of glitch in database that wouldn't allow internal notes to be recorded with invoices
- Conducted a review of the number of memberships billed to NELA for the past year to identify any discrepancies
- Membership statistics, as of Monday, October 2, 2017

Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 da
Business Membership	<u>3</u>	<u>3</u>	-	-	-	-	-	-	-
First Time Member	<u>95</u>	<u>87</u>	<u>3</u>	<u>3</u>	<u>5</u>	-	-	-	-
Library Run by 1 Person	<u>23</u>	<u>21</u>	<u>1</u>	<u>1</u>	<u>1</u>	-	-	-	-
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>3</u>	<u>3</u>	-	-	-	-	-	-	-
Salary \$25,000 - \$50,000	<u>196</u>	<u>189</u>	<u>7</u>	<u>6</u>	-	<u>1</u>	-	-	-
Salary over \$50,000	<u>116</u>	<u>113</u>	<u>3</u>	<u>3</u>	-	-	-	-	-
Salary under \$25,000	<u>134</u>	<u>124</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>2</u>	-	-	-
Trustee/Friend/Student	<u>20</u>	<u>20</u>	-	-	-	-	-	-	-
Unemployed Librarian	<u>4</u>	<u>4</u>	-	-	-	-	-	-	-
Total	<u>642</u>	<u>612</u>	<u>19</u>	<u>17</u>	<u>10</u>	<u>3</u>	-	-	-

Respectfully submitted,

Lisa Jose

Membership Chair

READS report for NHLA

Tuesday, October 10, 2017

- Recent efforts have been centered on the Fall Conference, which was inadvertently scheduled for October 10.
- READS will be presenting the READS Award of Excellence to Roger Robbins, of Stephenson Memorial Library in Greenfield.
- We are delighted to welcome Betsy Solon, Director of Wadleigh Memorial Library in Milford as our new Vice President for the upcoming year.
- READS has instigated a project to make it easier for libraries to contribute books to NH prisons. We hope to formalize a process in this calendar year.

IT section report for October 10, 2017

In August, IT section elected as Co-President Steve Viggiano from the Manchester City Library via email vote, per our by-laws.

September 21, 2017 we had a meeting in Moultonborough, hosted by Anne Marie Welch.

Mark Glisson from Hooksett presented information about the Windows 10 Creators Update and shared some of the new features that are included. He provided a presentation file that was sent out to the ITS Mailing list.

There was a round table discussion as well. VR in libraries, especially for seniors was discussed and Matt Bose shared an article about this on the ITS group mailing list.

We are contemplating our next meeting date.

12 people attended the meeting.

Respectfully submitted,

Kate Thomas

Co-President

IT Section

CHILIS report to NHLA

October 2017

CHILIS will hold its fall conference October 19th at the Fireside Inn in Lebanon, NH. Currently there are 105 people registered. The featured speaker and workshop leader is Saroj Ghoting.

CHILIS will solicit input from its members about changing its name, "CHILIS", to something not so easily confused with an American casual restaurant chain. Members will be encouraged to submit their ideas via an online survey and the board will pick the best candidate. CHILIS hopes to have this nailed down soon in order to dovetail with the NHLA website rollout.

Amber Coughlin, CHILIS president, will be the interim Summer Reading/CSLP chair, until a new person is appointed to Ann Hoey's position.

Ann Hoey is convening a group of librarians to vet KBA (Kids Books & the Arts) performers on Friday, October 27th. They will be expected to present their acts virtually to potential 2018 KBA grantees in the spring, and then physically attend a KBA performers showcase in the fall in support of the 2019 summer reading program.

CHILIS is holding a sale on 1000 books before kindergarten bags. They are 2 dollars a bag. When Ann H. has left, Judy will take the 1000 books bag order fulfillment on until a new person has been appointed.

The tentative dates for CHILIS conferences in 2018 are 5/17/2018 (spring conference), and 10/18/2018 (fall conference).

Intellectual Freedom Committee

October 2017

The committee met on August 31 via GoToMeeting.

The committee discussed expanding our reach by developing a Paralibrarian class for next Spring.

On September 15, Julie Perrin presented at the Children's Literacy Foundation Small and Rural Libraries Conference in Vermont, as IFC Chair, on Building a Representative Collection. This conference draws librarians from both New Hampshire and Vermont. The primary focus of the presentation was the importance of policy development and practice to defend intellectual freedom and prevent book challenges in our libraries.

During the month of September, the committee received many questions regarding Banned Books displays and the issue of challenges. We also responded to two trustees from different libraries who had questions regarding book challenges.

The committee has also taken on a small social media presence and will be posting weekly on the NHLA Facebook page.

Respectfully submitted,

Julie Perrin, Chair

YALS Past-President's Report

On September 28, 2017 we held our annual fall conference. We had 58 librarians and educators in attendance. Lisa Bunker, author of the YA novel Felix Yz, was our featured speaker. She talked about her book and about the need for diverse materials in our collections.

At the Business Meeting we elected a new slate of officers. Tanya Ricker from Pease Public in Plymouth will serve as this year's President. Julia Lanter (Exeter) will be our VP-President Elect, and Lisa Harling from Durham Public will be our new Secretary. Donna Hynes will continue on as Treasurer.

Respectfully Submitted,

Susanne Cortez
Past-President
YALS Section NHLA

Paralibrarian Section Report

The Paralibrarian Section is offering classes this fall in basic cataloging, children's programming, weeding, and Microsoft Excel. The cataloging class with Linda Kepner is in high demand and at full capacity, so we will try to include it again in our spring lineup.

We are pleased to be awarding several Paralibrarian Certificates at the Fall Conference.

Respectfully submitted,

Edmund Lowe

President

NHLA Paralibrarian Section

ULAC Report to NHLA (September meeting recap)

October 2017

Topic: Politics:

- Partisan comments by staff can hurt morale, staff reminders with elections coming up not to make political comments
- Some staff are uncomfortable discussing politics and we try to make the Library “Switzerland”
- Patrons may try to gauge staff political leanings, so be wary of comments, be impartial and non-partisan
- As a city employee your social media presence for the Library should be non-partisan
- As a city employee your social media presence at home is not as private as you think. Federal, State, and especially local politicians may see comments on FB, twitter, etc... that you are responsible for

Information Exchange:

Concord Still awaiting new ILS-PRIMEX indemnification is stringent, taking longer than anticipated.

Developing new website as part of City overhaul
Concord Young Professionals will be at the Library for an Oktoberfest Beer tasting, as part of effort to attract young professionals.
City Attorney provided very informative right-to-know program.
City-wide Department Head retreat took place in White Mountains.

Hudson September is Fine Amnesty Month.
Kate Butler is now on Mass. Board of Library Commissioners.
Staff training will be held on Columbus Day at the old Hills Library. Topic: safety, active shooter training.

Laconia Two new full time staff hired this summer.
Excellent opioid addiction training for staff held recently.

Bedford Public works continue to flush toilets every day.
Library is being incorporated into new Master Plan for municipal facilities.
Enjoyed a very busy Summer Reading program.

Rochester Redesigning website.
Friends group is becoming more active.
125th Anniversary in 2018. Celebration planning underway.

Exploring debt collection options.

Dover
than

Engineering estimate for new AC system is \$1,384 million, substantially more

\$400,000 originally budgeted.

Passport revenue to date = \$5000.00.

Annual book sale requires lots of staff effort: worth it?

Adding memory lab and VHS to DVD converter.

Portsmouth

Nominated by Carol Shea Porter for National Medal.

Police Department is providing Active Shooter Training.

ILS migration from Millennium to Koha.

Redesigning website.

New Trustee has been appointed.

Manchester

Busy summer at both buildings.

Launched Hoopla on September 1.

Carlos Pearman now Head of Circulation.

Seeking to hire two pages.

Held successful staff development day.

Planning to renovate Children's Room.

Sincerely

Todd Fabian

Concord Public Library

NHLTA Liaison Report

Marty Davis

<http://www.nhlta.org/>

Annual Conference:

Contract has been signed with the Radisson. Working title “Who needs Libraries? We do.”

Regional Meetings. Sept.21st Susan, Ed and Conrad attending.

Sept.28th Moutonborough 6:30 Carol, Ed and Mary attending.

Oct. 12th Durham Susan, Mary & Conrad attending.

New Webinar: The Other Money.

JUST RELEASED!

The Other Money WEBINAR

with Terry Knowles

Navigating the different sources of money received by a public library can be confusing. In this webinar you will learn how to legally accept, administer, and expend all private and non-tax categories of money given to your library, and how those funds relate to the annual budgeting process. Link to [WEBINAR](#) and to [PDF](#) of PowerPoint slides.

Terry Knowles is Assistant Director of Charitable Trusts, NH Attorney General’s Office, and is

Fall Retreat:

Rescheduled for Wednesday, November 1st, at NHMA.

NHLA Scholarship Report
Tuesday, October 10, 2017

There were no scholarship or loan applications submitted for the September 2017 deadline.

In August, I sent letters to all Winchell Loan recipients with outstanding balances asking them to confirm their debt. This led to one loan being repaid in full and two requests for payment plans.

Ryan Laliberty was awarded a \$1000 loan in 2011. He is asking for a plan that will allow him to repay in installments of \$200 beginning in October to be completed in February 2018.

Kate Brunnelle was awarded a \$1000 loan in 2012. She is asking for a payment plan that will allow her to repay in \$250 installments to be completed by November 2017. She has already made the first of such payments.

I contacted Terry Knowles, Mary Searles and members of NHLTA in an attempt to identify a lawyer to review the proposed revision to the Winchell loan contract. With Marilyn Borgendale's approval, I've sent the contract to Randy Brough to determine if NHLA lobbyist Bob Dunn or one of his colleagues might review the contract.

Respectfully submitted,

Sarah Leonardi

Continuing Education Committee Report

There was a virtual meeting held on September 12 to discuss a possible budget proposal for the CE Committee. The following items were also discussed:

1. Purpose and priority of the committee – new mission statement was approved in Feb 2017.
2. NELLs financial commitment and allocation of NHLA funds.
3. Publicity – need to do more to advertise about the MacDonald Fund Grant.
4. What classes and workshops should the committee focus on? Need to look at what the other regional coops are offering and what workshops are under the Paralibrarian section. Also need to look at locations.

Marilyn is in the process of recruiting new members for the committee. I look forward to serving as Chair and seeing you all at the Executive Board Meeting.

Respectfully submitted,

Deb Hoadley

Legislative Report October 2017

Currently 700 legislative service requests published as of October 3, 2017. None library specific. Committee will continue monitoring.

NHLA Bylaws Committee Report

The bylaws held an organizing meeting on September 26 via Go-to-Meeting.

Pius Charles Murray, Adam Di Filippo and Pamela Smith are the Bylaws Committee members. Marilyn Borgendale attended the meeting and explained the responsibilities of the committee.

The purpose of the meeting was primarily to introduce ourselves to one another and to discuss any potential bylaws changes in the coming year.

Marilyn explained that there has been a concern about the need for frequent changes to the bylaws. The concern being that they may be too specific and deal with more procedural issues. The bylaws committee should review the bylaws with this in mind.

The Bylaws Committee would be called on to review policy proposals for compliance with the bylaws.

The committee agreed to again in six months unless called on for a policy review.

Submitted by Pamela Smith, chair

Website Coordinator Report

- Decided on a theme for the website redesign which is flexible in terms of color, menus, and mobile-friendly
- Have begun website redesign mock-up and will solicit feedback/help when farther along in the process. Aiming for launch in early 2018.
- Have spoken with a GoDaddy representative who recommends purchasing an SSL certificate for the site for the remainder of our term with them, at least, which is two years. Total cost to add that protection would be \$112. Even though we don't do any e-commerce on our site, websites lacking SSL get pushed down in google search results and may contain a warning that the connection to the website is insecure, which may have a negative impact for our members. I recommend that we purchase this protection for the following years, then reevaluate whether to maintain our hosting with GoDaddy.

Small Library Conference Report

The date, schedule and venue for the Small Libraries Summit in 2018 are set, as well as the size of library we are targeting (1,500-3,000 this time.) I will be contacting caterers this month, selecting from those used in the past who are local to the venue. I have chosen not to have a speaker but to feature panels made up of talented NH public librarians from small libraries. I compiled a list of suggestions of potential program topics when I asked on the NHAIS list, and am currently reviewing the accomplishments of small NH public libraries (using the 2016 statistics and library websites and libraries in the news) to decide between topics and choose panelists. I plan to start contacting panelists by the end of this month, and continue to recruit them throughout November as needed. Invitations will go out to the requisite sized libraries in January, and if it does not fill, a second set will be issued in February.

New Hampshire Library Association

Document Retention and Destruction Policy

General

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the executive board, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The New Hampshire Library Association Google Drive, which can be accessed using the NHLA executive board email address, shall be the designated repository for all NHLA digital records until such a time as the executive board may choose to designate a different repository.

All non-digital records shall be kept in the NHLA's record repository at the New Hampshire Library Building until such a time as the executive board may choose to designate a different repository.

Digital shall be the preferred format for all NHLA records, and documents shall be saved in digital format whenever it is possible to do so.

This policy applies to all records, whether physical or digital, created by the NHLA, including those no longer in active use.

Working documents, such as drafts, correspondence, and other documents which the board members may keep for personal use and reference may be retained as long as they are being put to such use. They may not be stored on the NHLA Google Drive.

The organization's staff, volunteers, members of the executive board, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Board;
- b.* All other paper documents will be destroyed after three years;
- c.* All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other	7 years
Duplicate deposit slips	2 years
Expense analyses/expense distribution schedules	7 years
Government relations records, State and federal lobbying and political contribution reports and supporting records	7 years
Insurance records, accident reports, claims	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years

Type of Document	Minimum Requirement
Lists of Officers and Committee Members	Permanently
Membership Applications	Until they are processed
Membership Lists	Permanently
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Year-end financial statements	Permanently
Conference Planning:	
Evaluations	18 months
Hotel Contracts	4 years
Registrations	4 years
Conference Center Schedules	6 months