

ANNUAL CHECK-LIST
FOR TRANSFER OF RECORDS
FROM
SPECIALTY GROUPS

AIC is made up of distinct units that work together to provide service and guidance to its members. These components consist of the Administrative offices, the AIC Board, and AIC's organizational units (committees, task forces, and specialty groups and their sub-groups).

Each of these units produces records that are unique to its duties and functions, but are universally important for the continued success of the organization. Regular creation and preservation of these records is essential to meet legal and fiscal obligations, ensure efficient operations, and document the history and progress of this organization.

Specialty Group chairs receive a list of the types of records for which its group is responsible and suggestions for retention periods for its own operations.

Each year, after annual meeting and the change-over of officers and before the mid-year IAG meeting, the Specialty Group is required to submit the following records from the previous year to the AIC Office. The records should be printed out on paper and include the date each was approved/completed. Electronic submission is not acceptable

	Minutes of meetings, including the annual membership meeting, Board meetings (on-site and conference calls), and meetings of committees and task forces set up by the Specialty Group.
	One copy of all publications produced by the Specialty Group during the period
	One copy of programs of any meetings held outside of annual meeting. These might include meetings, professional development programs outside of FAIC.
	One copy of reports for projects completed during the period. Examples are surveys, focus groups.