

Appendix B

CTSA ARCHIVES

Article V, 4 of the CTSA Constitution reads:

The president shall appoint such committees as the general welfare of the Society demands. These committees, with the exception of the committee on nominations, shall be at all times responsible to the board of directors.

Accordingly, in consultation with the board of directors, the president shall appoint an Archives Committee for the Society and shall also appoint a chairperson for this committee. The charge of the committee is to execute a program of records management so as to further the historical dimension of the mission of the CTSA. The chairperson of the Archives Committee shall submit yearly written reports to the board of directors by mid-September for its fall meeting and make additional reports to the board as circumstances require. The chairperson and Archives Committee members shall serve as long as they and the CTSA President mutually agree.

The archives of the CTSA are in the custody of the Archives of Catholic University of America, and towards them the CTSA Archives Committee is charged with a limited, general oversight. The purpose of the archives is to preserve by safekeeping, to arrange, and to make available to qualified researchers the records and memorabilia of the life and work of the Society. In pursuit of these goals the chair of the CTSA Archives Committee acts as liaison with the director of the Archives of Catholic University of America.

For archival purposes, records are defined as all fixed evidential information, regardless of method, media, format, or characteristics of the recording process that have been created, received, or gathered by the Society, its officers, and agents in pursuit of the aims and functions of the Society. Records include all original materials used to capture information, notwithstanding the place or conditions of creation, or the formality or informality of the characteristics of the record. The records and archives of the Society are not limited by the medium in which they are kept and include such formats as paper records, electronic records, printed records, publications, photoreproduced images, and machine readable tapes, film, and disks.

Material to be preserved and arranged in the CTSA Archives include but are not limited to:

- The records of the annual meeting
- The minutes of the board of directors meetings
- The official correspondence of the officers and directors of the Society
- Reports of committees to the annual meeting and to the board of directors
- Financial reports
- Program for each annual meeting
- Biographical files of CTSA officers and directors
- Copies of CTSA-commissioned studies, with drafts and other materials connected to the production and publication of such studies
- Published and unpublished accounts of the Society's life and work

The archives of the CTSA will be available to scholars only with the written permission of the president of the CTSA. The archives from within the previous twenty-five years will normally be restricted. Access to specific sections from the period may be granted only with the permission of the president and the board of the CTSA. No documents of living persons from the previous twenty-five years may be quoted without the permission of the person or persons concerned. This includes the writers, the recipients, and the subjects of the correspondence.

This policy statement of the board of directors of the CTSA shall be communicated to the director of the Archives of Catholic University of America.