

## Plains Anthropological Society Archives

**Established:** 1985

**Reference:** Business Meeting Minutes of the Plains Anthropological Society, *Plains Anthropologist* (1985) 31:90

**Collection Scope:** The Plains Anthropological Society Archives is the permanent business and professional record of Society activities. The archive contains correspondence, documentation, records and memorabilia relating to the history, growth and development of the Society, the Plains Anthropological Conference, *Plains Anthropologist* and its predecessor publication, the *Plains Archeological Conference Newsletter*. The archive includes, but is not limited to, correspondence of the Board of Directors and Board members; minutes of the Board and Society meetings; correspondence and records associated with the Editor of *Plains Anthropologist*; the Treasurer's reports and audits; correspondence, documents, financial records, facility contracts, programs and materials associated with the annual meeting of the Society; sets of the Society's publications; and any other items and memorabilia, such as audio and video tapes and photographs in stabilized mediums, which compliment existing documents and fall within the collection scope as defined. The Archivist, with the consent of the Archives Committee, can reject all or any part of a donated collection deemed inappropriate for the archives or which carry unreasonable restrictions.

**Location:** The Plains Anthropological Society Archives is maintained as part of the Richardson Collection at the Archives and Special Collections of I.D. Weeks Library, University of South Dakota, Vermillion.

**Archivist:** The Archivist of the Archives and Special Collections of I.D. Weeks Library at the University of South Dakota administers the Plains Anthropological Society Archives in accordance with standard archival guidelines

and works with the Board of the Plains Anthropological Society to determine the disposition and care of collection materials associated with the Society.

**Archives Operation:** The Plains Anthropological Society has a standing committee to provide guidance for the membership and the Archivist regarding the collections. The Committee is chaired by a Board member and composed of the President of the Plains Anthropological Society, the Editor, the Archivist and additional Society members as deemed necessary. The duties of the Committee include seeking appropriate donations to the archives and preparation of an annual report of archival activities, including an updated listing of new items added to the archives. A finding aid for the archives will be prepared and updated as necessary by the Archivist. This finding aid will be made available to the Society, as well as to the public through the Archives and Special Collections of I.D. Weeks Library.

**Special Projects:** The Committee, with Board approval where funding is required, may request special reports or records to be made by the Archivist or by Society members on the materials in the archives. Such reports may involve developing user aids, listings of all past Board members, officers, and past Conference program chairs; cross-listing of other important archival records of Plains anthropologists, or other projects as directed by the Board.

**Archive Access and Use:** The staff of the USD Special Collections supervises access to the archives in accordance with established collection use policies of that Archives (see <http://www.usd.edu/library/special/collections.shtml>) and guidelines presented herein (see 'Restricted Materials' below). Copyright issues are the responsibility of the researcher and not the USD Archives and Special Collections or the Plains Anthropological Society.

Any publication resulting from use of the archives must reference the Society archives and the USD Special Collections appropriately in the publication as follows: Plains Anthropological Society Collection, University of South Dakota

Special Collections. One copy of such work must be supplied to the USD Special Collections.

**Restricted Materials:** In order to maintain the confidentiality of manuscript reviews, correspondence, including reviews, pertaining to *Plains Anthropologist* manuscripts shall be restricted for a period of 15 calendar years. This period is computed from the date of the last correspondence to or from the Editor relevant to review of the manuscript in question. Access to manuscripts is not restricted.

In the rare case that access to restricted materials is required, the President, Editor, or their designated representative may be awarded access given Board approval. A written statement supporting access to restricted materials must be presented to the Archivist. This statement must clearly outline who shall be allowed access, their Society position or appointment, materials to be accessed, the purpose of their research, and the period for which access is allowed. Board approval of the access request must be indicated by signature of the highest-ranking Society officer other than the person requesting access.

**Storage and Retrieval Systems:** The storage and retrieval systems of the USD Special Collections meet the archival standards and practices established by the Society of American Archivists. A brief collection description appears in the South Dakota Library Network on-line catalog (PALS) and the On-line Computer Library Catalog (OCLC), a national computer database of library holdings.

**Regular Collection of Archival Materials:** Each year in the August issue, the Editor, after consultation with the Archives Committee chair, will run a notice requesting donations to the archives and provide contact information for interested individuals. The notice will list any unmet needs of the archives. The President and the Archives Committee will solicit materials directly from the membership when deemed appropriate.

The Archives Committee in consultation with the Treasurer may authorize the expenditure of Society funds for costs incurred in the delivery of Society documents to the Archives.

The Secretary of the Board shall submit all correspondence, records and documents from the annual conference (e.g., conference schedule, abstracts, financial information, list of organizers) and the Board and Society business meetings (e.g., minutes, committee reports, resolutions, lists of officers and awardees, briefing packets) to the Archivist for curation no later than April 15 of the year following the conference.

The President of the Society shall submit revised by-laws, correspondence of the Board, and other documents of the Society to the Archivist for curation no later than April 15 of the year following the end of their presidency.

Committee chairs shall submit documents and correspondence related to committee business (e.g., nomination acceptance letters, nominee biographies, supporting documents for awards, student paper competition manuscripts) to the Archivist no later than April 15 of the year following the end of their term as committee chair.

Out-going officers and committee chairs shall deliver copies of records regarding on-going business to the new office holders or chairs immediately upon transfer of authority.

The Editor shall submit all original documents, correspondence, and records relating to the *Plains Anthropologist* as well as a copy of each issue of the *Plains Anthropologist* produced during their tenure to the Archivist immediately following the last issue of his/her term.

The Treasurer is responsible for retaining financial records and membership lists for the three previous years and transferring these to the new Treasurer upon completion of their term. The Treasurer shall submit membership lists and financial records, including receipts, disbursements, financial statements, and other financial documents, more than three years old to the Archivist for curation.

All documents submitted to the archives must be hard copies (paper form) rather than in electronic form.

END OF POLICY STATEMENT

Revisions approved by the Board of Directors October 31, 2001