Chapter 3: Steering Committee

I. Purpose

The Steering Committee provides leadership for the Round Table and general supervision of the affairs of GODORT.

II.

Committee	Prior to Annual Conference	Prior to Midwinter Meeting
Conference	Publicize GODORT Hotel and Reception information	Publicize GODORT Hotel information
Membership	Publicize happy hour	Publicize happy hour
Immediate Past Chair	1. Post to wiki the draft schedule for Annual Conference; update with rooms information when received from ALA. 2. Request annotations for schedule from Committee Chairs and prepare for distribution at Meetings and on the wiki.	1. Post to wiki the draft schedule for Midwinter Meeting; update with rooms information when received from ALA. 2. Request annotations for schedule from Committee Chairs and prepare for distribution at Meetings and on the wiki.

	Post Annual Conference	Post Midwinter Meeting
Awards	1. Notify Web Administrator of changes in nomination/application forms. 2. Send announcement for applications/nominations to DttP editor.	1. Announce Award winners. 2. Post to wiki and send to DttP Editor: recipients and "citation" when approved for public knowledge by Committee Chair.
Bylaws & Organization	1. Update wiki to indicate Bylaw changes/additions/proposed and final 2. Post revised PPM chapters to the wiki	1. Forward notice of proposed Bylaws changes to DttP editor for publication 2. Post revised PPM chapters to the wiki
Legislation	Confirm that the list and text of resolutions is posted on the wiki.	1. Confirm that the list and text of r-4(272 17

V. Records and Archives

A. Officers of the Round Table and its task forces, committee chairs, and work group chairs, are responsible for all records which they receive or produce in carrying out the business and activities of their particular office or committee. At the conclusion of service in any one office, each officer or chair will make disposition of the records according to the schedule below.

B. Records are defined as all originals and copies of digital documents produced as a part of the group's work, relevant email correspondence, written or printed books, documents, correspondence, memoranda, maps, drawings, charts, wires, tapes, or other types of recordings, films or other photographic reproductions, and any other type of audiovisual material prepared or received in the course of the business and activities of the Round Table, its task forces, work groups or committees.

C. The archives of the Round Table are organized by a member appointed as Archivist by the GODORT Chair. The Archivist will forward the archives to the ALA Archives at the University of Illinois at an appropriate time.

D. Disposition of records should be according to the following schedule.

1. Forward to your successor all records relating to unfinished business.
   a. supplies of blank forms, printed or duplicated materials necessary to complete any unfinished business
   b. correspondence related to any pending business.
   c. copies of form letters or templates useful in the normal correspondence of committee work.

2. Discard the following:
   a. all blank forms, printed or duplicated materials no longer current,
   b. letters of transmittal except those of recent date where it may be necessary to trace the materials,
   c. requests for publications or information that no longer have value after the request has been filled,
   d. letters of appointment (either original or copy) to committee chairs, providing such letters do not contain additional information,
   e. memoranda, notices, correspondence relating to plans for meetings, programs, etc., and lists of persons attending,
   f. all duplicate material (keep the original copy if available unless the copy contains annotations),
   g. papers, reports, etc., which have been published,
   h. unpublished papers, such as those written for presentation at meetings, descriptions of library procedures, etc.,
   i. replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

3. Ship to the GODORT Archivist the following records:

a. official records, one copy each of official publications transcripts of meetings, and minutes;
b. material relating to the history of the Round Table, task forces, committees, or work groups that has not been published such as programs, reports, proceedings, proposed projects, decisions made, questionnaires, correspondence;
c. letters defining policies, outlining committee duties, explaining procedures, etc., except that when duplicate information was sent to several persons, only one copy shall be kept, annotated to show distribution.