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THE CENTER FOR THE HISTORY OF INFORMATION PROCESSING

CBI Seeks Early ACM Records

The Association for Computing Machinery (ACM) marked its fortieth anniversary at the Fall Joint Computer Conference in Dallas this year. Originally formed as the Eastern Association for Computing Machinery, the group has grown to become the premier professional organization of its kind. However, few records of its activities have been preserved, and its first twenty years are likely to be completely undocumented unless an immediate effort is made to locate and preserve the organization's early records.

The situation is particularly critical for ACM since it had no headquarters until the early 1960s. After headquarters were established in New York, the ACM relocated a number of times, further reducing any chance that early records had survived. Indeed, officials at ACM doubt that many records prior to 1965 remain at headquarters.

Individuals, especially past officers, are likely to be the best remaining source of documents. Some collections of records with materials about the ACM are already held by archival institutions. One of the best collections of early records is held at the Federal Records Center in Suitland, Maryland. It contains some minutes of the first meetings and various abstracts of conference papers collected by the National Bureau of Standards (accession 167-79-19; box 1; currently permission for access to the records must be secured from the National Bureau of Standards). The Smithsonian Institution has a collection of computer societies and user group records which includes some ACM records. Stanford University's Department of Special Collections lists ACM records in the George and Alexandra Forsythe papers. At CBI, ACM records are found in the personal papers of George Glaser (former treasurer of ACM) and Carl Hammer, as well as the History of Programming Languages Conference records and ACM conference photographs from the 1970s. Most of these collections are briefly described in CBI's 1987 publication, *Resources for the History of Computing*.

There is some confusion about the existence of the ACM archives. In 1961, the

president, Harry D. Huskey, described a collection of "early reports and manuals on computers and programming systems" brought together largely by Robert Berner. He further proposed a repository for "new manuscripts, manuals, reports" and other publications. This was followed in 1962 by the establishment of a repository of computer documents at the Moore School, part of a joint venture between the ACM and the University of Pennsylvania. Morris Rubinoff and John White described the indexing system of the "ACM Repository" in the *Communications of the ACM* (October, 1965, 595-601). However, the repository became inactive shortly after this period. At some point this collection became known as the "ACM Archives," although it actually contained few documents from the organization (*Communications of the ACM*, July, 1972, 490). CBI eventually received part of this collection, thus reinforcing the erroneous impression that ACM's "archives" were being preserved. While the ACM collection of manuals and computer literature has proven to be a valuable historical resource, it unfortunately does not document the history of ACM.

In order to remedy this situation, CBI is currently working to identify and preserve existing collections relating to ACM. Of greatest concern is the preservation of records documenting internal operations during its first quarter century. These include meeting minutes, correspondence, memoranda, organizational documents, photographs, and other materials. Over the next year the CBI archivist will be contacting former officers of ACM and other individuals who were likely to have held such records. We would be grateful for any information about extant records.

Generally the major publications of the ACM are well-preserved by libraries and microfilm publishers. However, the proceedings of the ACM were published only after 1951, and few copies of the original presentations have been found. CBI is attempting to reassemble these first conference proceedings, and would appreciate

receiving the texts of any of the presentations. The locations and dates of the five conferences are listed below:

1. Ballistic Research Laboratories, Aberdeen Proving Ground, Aberdeen, MD, December 11-13, 1947
2. Oak Ridge National Laboratory, Oak Ridge, TN, April 18-20, 1949.
3. Rutgers University, New Brunswick, NJ, March 28-29, 1950.
4. Shoreham Hotel, Washington, DC, September 7-9, 1950.
5. Wayne University, Detroit, MI, March 27-28, 1951.

A list of conference presentations from 1947 to 1951 has been compiled from reports issued by the ACM and listings found in *Mathematical Tables and Other Aids to Computation*. The presentations represent an exciting range of topics, and they would be extremely useful for researchers of the early history of computing. It is likely that some were never written, and only a few are known to have been published. Abstracts of some of the presentations were found in the NBS collection at the National Archives (previously mentioned); they are noted by an asterisk (*). Texts of presentations that are known to be available are indicated by a †. The year refers to the conference; since there were two conferences in 1950, presentations at the Washington conference are noted as 1950-W. Individuals wishing further information should contact the CBI Archivist.

LIST OF ACM CONFERENCE PRESENTATIONS, 1947-1951

- Aiken, Howard H. (Computation Laboratory, Harvard University) *Automatic Computing Machinery Of Moderate Cost*, 1950
- Aiken, Howard H. (Computation Laboratory, Harvard University) *Automatic Computing Machines and Their Applications*, 1951
- Alexander, S. N. (National Bureau of Standards) *An Intercomparison Of Storage Devices*, 1949

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- Alt, F. L. (Aberdeen Proving Ground) *Operating Characteristics Of The Aberdeen Machines*, 1947
- Andrews, Ernest G. (Bell Telephone Laboratories) *Problems Solved On B. T. L. Model VI Computer*, 1951
- Belzer, J. (Ohio State University) *Some Thermodynamic Tables Obtained On Punched-Card Machines*, 1950-W*
- Belzer, J.; Johnston, H. L.; Savedoff, Lydia (Department of Chemistry, Ohio State University) *602A Calculating Punch—Time Saver In Computing Thermodynamic Properties Of Gases*, 1949
- Bergman, S.; Schiffer, M. M. (Harvard University) *Numerical Methods In The Theory Of Linear Partial Differential Equations*, 1950-W
- Berkeley, Edmund C. (New York) *The Relations Of Symbolic Logic and Large-scale Calculating Machines*, 1949*†
- Blanch, Gertrude (National Bureau of Standards) *Inversion of Large Matrices*, 1949*
- Bosworth, S. (Computer Corporation Of America) *Considerations in the Design of a Flexible Low Cost Differential Analyzer*, 1951
- Caldwell, Samuel H. (MIT) *Analog and Special-Purpose Computing Machines*, 1949*
- Campbell, Robert V. D. (Raytheon) *The Raytheon Computer*, 1947*
- Cannon, Edward W. (National Bureau of Standards) *Limitations of Electronic Digital Computing Machines*, 1949
- Cheydleur, B. F. (Naval Ordnance Laboratory) *Binary Notation in Arithmetic Algorithms and Operation Code Partitions*, 1949
- Cheydleur, B. F.; Smith, H. A. (Naval Ordnance Laboratory) *Function Control Panel for Card Programmed Electronic Calculator*, 1951
- Clippinger, R. F. (Aberdeen Proving Ground) *Adaptation of the ENIAC to von Neumann's Coding Techniques*, 1947*
- Clippinger, R. F. (Aberdeen Proving Ground) *Air Flow Problem Planned for the ENIAC*, 1947
- Clippinger, R. F.; Dimsdale, Bernard (Aberdeen Proving Ground) *A Machine Method for Solution of Systems of Ordinary Differential Equations*, 1950*
- Clippinger, R. F.; Dimsdale, Bernard (Aberdeen Proving Ground) *The Register Code for the ENIAC*, 1949
- Coleman, John S. (Burroughs Adding Machine Company) *Electronics for Business - Luxury or Necessity?*, 1951
- Cooley, E. F. (Prudential Insurance Co.) *The Impact of Business on Computing Machinery Design*, 1951*

CBI Fellowship Awarded



Shane Mitchell Greenstein

The 1988-89 Charles Babbage Institute Predoctoral Fellowship has been awarded to Shane Mitchell Greenstein, a graduate student in the Department of Economics at Stanford University. He is writing a dissertation on "Computers, Compatibility, and Economic Choice" under the direction of Professor Timothy Bresnahan. The dissertation will perform an economic analysis of U.S. federal government agency computer system supplier choice, focusing on the importance of previous user experience with computer system suppliers in shaping computer technology choice. It will be primarily concerned with the empirical question of economic importance: did the costs of switching between suppliers of

(potentially) incompatible equipment significantly affect a buyer's choice of system supplier in practice in the 1970s? The dissertation is based largely on an analysis of the Federal Automatic Data Processing inventories from the 1970s, made available to him by IBM Corporation.

Although the dissertation is primarily economic in nature, it addresses a number of issues of interest to the history of computing. It will investigate the role of switching costs in the development of computer markets. It will illuminate the processes of government computer use and selection. And it is hoped that it will stimulate further economic research into the relevance of historical processes for the development of markets of networks of technically interrelated components, such as computer systems (e.g., of how buyer incentives to continue with compatible technologies shape the design of technically complex systems).

Mr. Greenstein was awarded the bachelor of arts degree from the University of California, Berkeley in 1983. At Stanford he has assisted with research projects on domestic automobile assembly capacity, aluminum market equilibrium, and the economics of standardization. His research interests include applied microeconomics and econometrics, industrial organization, economics of technology, and economic history.

- Crawford, Perry (Research and Development Board) *High-Speed Computing Machines—a Survey*, 1950
- Curry, Haskell B. (Pennsylvania State College) *A Logical Analysis of Program Composition*, 1949*
- Curtiss, John H. (National Bureau of Standards) *Probability Methods in the Solution of Elliptic Partial Differential Equations*, 1950
- Curtiss, John H. (National Bureau of Standards) *The Role of a Central Computing Laboratory*, 1950-W
- Daniels, Howard L. (Engineering Research Associates, Inc.) *A Photographic High-Speed Printer (300-3000 Characters Per Second)*, 1950-W
- Dantzig, G. B. (Office of the Air Comptroller, USAF) *Application of the SEAC to Linear Programming*, 1950-W*
- Dimsdale, Bernard (Aberdeen Proving Ground) *Preparation of a Theodolite Problem for Large-Scale Machines*, 1951
- Dryden, H. L. (National Advisory Committee for Aeronautics) *Applications of High-Speed Computing in Aeronautical Research*, 1950-W*
- Eckdahl, Donald E. (Northrop Aircraft, Inc.) *The Maddida, Design Features*, 1950*

- Elliott, William S. (Elliott Brothers, Ltd.) *Digital Computing Machine Components of Universal Application*, 1950
- Everett, Robert R. (Massachusetts Institute of Technology) *Digital Computer Research at M.I.T.*, 1951
- Feder, Donald P.; Handy, Benjamin (National Bureau of Standards) *Optical Ray Tracing*, 1950*
- Fein, Louis (Raytheon) *Automatic Checking Features of the Raytheon Digital Computer*, 1951*
- Fritz, W. Barkley (Aberdeen Proving Ground) *The ENIAC—A Five Year Operating Survey*, 1951*
- Hagan, Glenn E. (Northrop Aircraft, Inc.) *Engineering Applications on the MADDIDA*, 1951
- Harrison, Joseph (Eckert-Mauchly Computer Corporation) *A UNIVAC Program for Inventory Requirements*, 1951
- Hershey, Allen V. (Naval Proving Ground) *The Programming of Some Matrix Computations for the MARK II Aiken Relay Calculator*, 1951
- Hicks, Bruce L. (Aberdeen Proving Ground) *Non-Linear Parabolic Equations*, 1947

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Recognize These Photos?



CBI needs your help in identifying the computer or the individuals. The photographs were part of a large reference collection assembled by the late Albrecht J. Neumann. They were filed with excellent shots of the ENIAC, SAGE, and Whirlwind computers. The entire collection, recently donated to CBI by Mrs. Neumann, consists of over 25 cubic feet of computer manuals, product literature, technical reports, and material related to Neumann's work at the National Bureau of Standards.

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Hicks, Bruce L.; Levin, J. H.; Lockin, M.; Clippinger, R. F.; Holberon, J. V. (Aberdeen Proving Ground) *Partial Differential Equations*, 1947

Hill, John L. (Engineering Research Associates, Inc.) *Design Features of a Magnetic Drum Information Storage System*, 1950*†

Hoffleit, Dorrit (Aberdeen Proving Ground) *Reduction of Doppler Observations*, 1947*

Holberton, John V. *Laminar Boundary Flow in a Compressible Fluid*, 1947

Householder, A. S. (Oak Ridge National Laboratory) *Calculation of Neutron Age by Monte Carlo*, 1949

Huntoon, R. D. (National Bureau of Standards) *The Impact of High-Speed Computing on Atomic Research*, 1950-W

Hurd, Cuthbert C. (International Business Machines Corporation) *The IBM Card-Programmed Electronic Calculator*, 1950

Hurd, Cuthbert C. (International Business Machine Corporation) *The IBM Defense Calculator*, 1951

Huskey, Harry D. (National Bureau of Standards) *Statistical Theory of Round-Off Errors*, 1949

Hyman, M. A. (U.S. Naval Ordnance Laboratory) *On the Non-Iterative Numerical Solution of Boundary Value Problems*, 1950-W*

Kalin, Theodore (Computation Laboratory, Harvard University) *Logical Design of Direct-Coupled Vacuum Tube Control Circuits*, 1949*

King, Gilbert W. (Arthur D. Little, Inc.) *The Digital Reader*, 1951*

King, Gilbert W. (Arthur D. Little, Inc.) *The Statistical Mechanics of High Polymers*, 1949

Kjellberg, Goran *The Bark, a Swedish General-Purpose Relay Computer*, 1950*

Lehmer, D. H. (University of California, Berkeley) *The Effect of High-Speed Computing on Mathematical Research*, 1950-W*

Leiner, A. L. (National Bureau of Standards) *Provision for Expansion of the SEAC*, 1950-W†

Levin, Joseph H. (National Bureau of Standards) *The Treatment of Systems of Differential Equations on the SEAC*, 1951*

Linvell (?), William K. and Salzer, John M. *Analysis of Digital Computers in Control Systems*, 1951*

Lotkin, Mark (Aberdeen Proving Ground) *Computation of the Airflow About a Cone Cylinder*, 1947

Lotkin, Mark (Aberdeen Proving Ground) *On the Accuracy of Runge-Kutta's Method*, 1951

Lotkin, Mark; Johnson, C.E. (Aberdeen Proving Ground) *Theodolite Reductions on the IBM Relay Computers*, 1950

Lubkin, Samuel (Electronic Computer Corporation) *A Digital Computer for Solution of Simultaneous Linear Equations*, 1950*

Lubkin, Samuel (Electronic Computer Corporation) *Modulatory Type Flip-Flop*, 1951*

Lubkin, Samuel (National Bureau of Standards) *The NBS Interim Computer*, 1949*

Marden, Ethel C. (National Bureau of Standards); Crown, J. Conrad (Naval Ordnance Laboratory) *Solution of the Non-Linear Inviscid Supersonic Flow Equations of the SEAC*, 1951*

Mauchly, John W. (Eckert-Mauchly Computer Corporation) *Applications of the BINAC*, 1950

Mauchly, John W. (Electronic Control Company) *The UNIVAC*, 1947

McPherson, James L. (Census Bureau) *Census Applications for High Speed Computing Machines*, 1947*

McPherson, James L. (Bureau of the Census) *Plans for Tabulating Parts of the 1950 Population Census on an Electronic Computer*, 1951

McPherson, James L.; Koons, Florence K.; Mullendore, Ralph E. (Bureau of Census) *Applications of Electronic Computers to Census Bureau Problems*, 1950*

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- McPherson, James L.; Koons, Florence K.; Mullendore, Ralph E. (Bureau of the Census) *Application of Large-Scale High-Speed Computing Machines to Statistical Work*, 1950
- Mendelson, Myron J. (Northrop Aircraft, Inc.) *Mathematical Techniques in the Uses of MADDIDA*, 1951
- Mengel, Arnold S. (Rand Corporation) *Optimum Trajectories*, 1951*
- Miller, Frederick G. (Naval Proving Ground) *New Circuits Installed in the Aiken Relay Calculator*, 1950
- Miller, J. C. P. (National Bureau of Standards) *Number-Theoretical Problems on the SEAC*, 1950-W
- Mitchell, Jr., Herbert F. (Eckert-Mauchly Computer Corporation) *Matrix Algebra Programs for the UNIVAC*, 1951
- Mitchell, Jr., Herbert F. (Eckert-Mauchly Computer Corporation) *Solution of Matrix Equations of High Order by an Automatic Computer*, 1950
- Moers, Calvin M. (Zator Company) *The Theory of Digital Handling of Nonnumerical Information and Its Implications to Machine Economics*, 1950*†
- Moore, Benjamin L. (Harvard University) *Preliminary Design of the MARK IV*, 1950*
- Morton, Paul L.; read by Smith, C.V.L. (University of California) *Design of a Low-Cost Computer*, 1950
- Murray, Francis J. (Columbia University) *Planning and Error Consideration in the Numerical Integration of a Difference Equation*, 1950
- Newman, M. H. A. (University of Manchester) *Additive Constants in Machine Programs*, 1950-W
- Nims, Paul T. (Chrysler Corp.) *Some Computing Problems in the Automotive Industry*, 1951†
- Patterson, George W. (Burroughs Adding Machine Company) *Reversing Digit Number System*, 1951
- Pepinsky, Raymond (Alabama Polytechnic Institute) *Analog Computer for Fourier Transforms in Crystal Analysis*, 1949
- Perry, C. L. (Oak Ridge National Laboratory) *The Determination of a Potential Using the Fairchild Electronic Digital Computer [this paper was scheduled but not given]*, 1950-W*
- Rajchman, Jan A. (RCA) *Recent Progress on the Selectron*, 1949*
- Rajchman, Jan A. (RCA) *The SB-256 Electrostatic Selective Storage Tube*, 1950†
- Rees, Mina (Office of Naval Research) *The Federal Computing Machine Program*, 1950-W
- Rees, Mina (Office of Naval Research) *The Forgotten Man of Computing*, 1949
- Rehler, K. M. (Raytheon) *The External Memory of the Raytheon Digital Computer*, 1951*
- Rhodes, Ida R. (National Bureau of Standards) *Capabilities and limitations of Existing Electronic Equipment*, 1951
- Room, T. G. (University of Sydney) *Computing Machinery in Australia*, 1949
- Rose, M. E. (Oak Ridge National Laboratory); Spinrad, Bernard (Argonne National Laboratory) *Internal Conversion Calculation on MARK I*, 1949
- Ross, Clarence (Naval Proving Ground) *Experience With the Use of the Aiken Relay Calculator*, 1949
- Schell, Emil (Office of the Air Comptroller, USAF) *Problems in Linear Programming*, 1949
- Scherberg, Max G. (Office of Air Research) *An Analog Series Computer*, 1950*
- Seeger, R.; Polachek, H. (Naval Ordnance Laboratory) *On the numerical Solution of One-Dimensional Aerophysical Problems Involving Shocks*, 1950-W
- Shapin, Jr., Theodore; Moore, E.F. (University of Illinois) *Preliminary Considerations on a Magnetic Drum Controlled Computer*, 1951
- Shaw, R. R. (Department of Agriculture); McGeoghegan, M. E. (Department of Treasury); Rabinow, J. (National Bureau of Standards); Savage, D. (Remington Rand, Inc.); Travis, I. (Burroughs Adding Machine Co.); Daniels, H. L. (Engineering Research Associates, Inc.)—Participants in: *Panel Discussion on the Potentialities and the Need for Electronified [sic] Filing and Records Systems*, 1950-W
- Slutz, Ralph J. (National Bureau of Standards) *Remote Control Demonstration of The SEAC*, 1950-W
- Slutz, Ralph J. (National Bureau of Standards) *Uses of pulse Transformer in A-C Computers or Technical Features of the NBS Computer*, 1949
- Spinrad, Bernard *Internal Conversion Calculation on MARK I*, 1949
- Sprague, R. E. (Computer Research Corporation) *Techniques in the Design of Digital Computers*, 1951
- Stark, Richard H. (Los Alamos Scientific Laboratory) *Floating Decimal Calculations on the Card Programmed Electric Calculator*, 1951
- Steele, Floyd G. (Northrop Aircraft, Inc.) *The MADDIDA, General Features*, 1950*
- Stibitz, George R. (Burlington, VT) *Machines of Moderate Cost*, 1950
- Stibitz, George R. (Burlington, VT) *Optimum Size of Automatic Computers*, 1947*
- Stibitz, George R. (Burlington, VT) *The Philosophy of Computing Machine Design*, 1949*
- Stone, J. J. (Fairchild Engineering and Airplane Corporation) *The Operation of the Fairchild Specialized Digital Computers*, 1951
- Thomas, L. H. (IBM) *Computing Statistical Atomic Fields on the Selective Sequence Electronic Calculator*, 1949
- Thomas, L. H. (IBM) *Integrating Systems of Ordinary Differential Equations*, 1950-W*
- Todd, John (National Bureau of Standards) *Some Recent Experiments With the Monte Carlo Method*, 1950-W*
- Von Neumann, J. (Institute for Advanced Study). *General Principles of Coding With Application to the ENIAC*, 1947*
- Von Neumann, J. (Institute for Advanced Study) *High-Speed Computation in Programming and Planning*, 1950-W
- Weiner, James R. (Eckert-Mauchly Computer Corporation) *The BINAC—A Technical Report*, 1950*
- White-Wagner, George [New Register Code for the ENIAC], 1949
- Whitehead, D. L. (Westinghouse Electric Corporation) *The Anacom, A Large-Scale General-Purpose Analog Computer*, 1950*†
- Wilkes, M. V. (University of Cambridge) *Operational Experience on the EDSAC*, 1950-W
- Wood, Marshall K. (Department of the Air Force) *Applications of Computing Machines to the Solution of Management Problems*, 1950
- Zagor, Herbert. (Reeves Instrument Corporation) *Engineering Applications of Electronic Analog Computers*, 1950 □

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Allan G. Bromley, "The Evolution of Babbage's Calculating Engines," *Annals of the History of Computing*, 9 (1987):113-136.

Martin Davis, "Mathematical Logic and the Origin of Modern Computers," also in Vol. 26 *Studies in Mathematics*, pp. 137-165.

Watts S. Humphrey, "MOBIDIC and Fieldata," *Annals of the History of Computing*, 9 (1987):137-182. □

ACM Materials in CBI

Burroughs Corporation Records [CBI 90]

- System Development Corporation Records [Series 98]
 - ACM Programming Languages and Pragmatics Conference, 1965. (Box 6, folder 1)
- General Subject File [Series 108]
 - Association for Computing Machinery (ACM) (Box 1, folders 4-5)
- J. Jay Wolf Papers [Series 106]
 - ACM Conference report, 1957 (Box 3, folder 9)
- Paoli Area Divisions Records [Series 61]
 - Trip Reports (subseries of HB reports)
 - HB 58-126: Association for Computing Machinery, 1958. (Box 11, folder 30)

Calvin N. Mooers Papers [CBI 81]

- ACM Copyright protection of articles, 1970 (Box 14, folder 49)
- ACM Correspondence and notes, 1948 (Box 10, folder 9)
- ACM Greater Boston Chapter and American Documentation Institute New England Chapter joint meeting, 1962 (Box 14, folder 62)
- ACM Special Interest Group on Information Retrieval, 1964 (Box 19, folder 13)
- ACM Special Interest Group on Information Retrieval, 1967 (Box 14, folder 31)
- ACM Standards Committee reports, 1970 (Box 2, folder 7)
- ACM Symposium on Symbolic and Algebraic Manipulation (Washington, D.C.), 1966 (Box 1, folder 14-16)
- ACM Working Conference on Pragmatics and Programming Languages (San Dimas, CA), 1965 (Box 1, folder 17-19)

Bryan S. Kocher Papers [CBI 103]

- Papers reflect Kocher's work in various capacities of the ACM, including:
 - Council and Executive Committee Meetings, 1982-1991
 - Council and Executive Committee Distributions and Documents, 1981-1991
 - Committees, 1983-1989
 - Publications, 1980-1991
 - Consultants Reports, 1988, 1991
 - Internal Reports, 1986-1990
 - Manuals, 1982-1988
 - Subject Files, 1980-1990

Edmund C. Berkeley Papers [CBI 50]

- ACM social responsibility committee records and correspondence, 1947-1978 (also includes materials for other computer societies)
- ACM Working Group on Socially Desirable Applications of Computers, 1959. (Box 25, folders 61-62) [mailing lists, articles and correspondence]
- ACM Computer Assisted Instruction Seminar, 1967-1968. (Box 50, folders 1-5) [correspondence, notes, newsletters, C-E-I-R/ACM seminar handouts]
- ACM Working Group for Better Education, 1956-1966. (Box 52, folders 79-96; Box 53, folders 1-26) [correspondence, minutes, reports, notes, questionnaire replies, application forms and letters, mailings, materials on ACM Secondary Education Committee, and background materials on education and computers]
- ACM Interview of Berkeley, September 1988. (VHS cassette) (Box 71)

Florence R. Anderson Papers [CBI 101]

- PACT sessions on ACM program, 1955. (Box 1, folder 10)

U.S. National Bureau of Standards Computer Literature Collection [CBI 32]**A-C**

- Association for Computing Machinery. 1970 ACM SICFIDET. Workshop on Data Description & Access, 1970. NBS# 70322013. (Box 499, folder 7)
- . Graduate Assistantship Directory in the Computer Sciences, 1971 October. NBS# 72165004. (Box 557, folder 14)
- . Graduate Assistantship Directory in the Computer Sciences 1970-1971, 1970. NBS# 70167001. (Box 486, folder 4)
- . Professional Development Seminar, 1972 ca. NBS# 72362067. (Box 579, folder 1)
- . Record of the Project MAC Conference on Concurrent systems and Parallel Computation, 1970 December. NBS# 71350001. (Box 536, folder 8)
- . Standards Newsletter, Volume 1, Number 2, 1969 February. NBS# 69218002. (Box 461, folder 7)
- Association for Computing Machinery. Committee on Professional Activities of the Blind. Blind in EDP, 1965. NBS# 6525817. (Box 349, folder 6)
- Association for Computing Machinery. SIGPLAN Technical Committee on APL. APL Quote Quad, Volume 7, Issue 4, 1977. NBS# 77146018. (Box 674, folder 8)
- Association for Computing Machinery. Special Interest Group on Simulation. Symposium on the Simulation of Computer Systems, 1973. NBS# 77014003. (Box 667, folder 7)
- . Symposium on the Simulation of Computer Systems, 1974. NBS# 74178001. (Box 620, folder 11)

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- Rubinoff, Morris and White, John F. Description of Cataloging and Indexing System for the ACM Repository, 1965 January 25. NBS# 6521857. (Box 320, folder 9)

Alan J. Perlis Papers [CBI 64]

- ACM Conference on History of Workstations, 1985 (Box 1, folder 44)
- ACM Correspondence, 1980-1985 (Box 2, folders 11-13)
- "Publication System for the ACM," ca. 1967 (Box 3, folder 25)
- ACM "Informat," [VHS cassette tape] n.d. (Box 5)

Institute for Certification of Computer Professionals [CBI 116]

- ACM conference, 1984. (Box 6, folder 57)
- ACM correspondence, 1982, 1985-1986. (Box 7, folder 34)

U.S. Government Computing Collection [CBI 63]

- Computer Performance Evaluation: Report of the 1973 NBS/ACM Workshop. September 1975. U.S. Department of Commerce, National Bureau of Standards. (Box 14)
- NBS/ACM Workshop on Controlled Accessibility. December 1972. U.S. Department of Commerce, National Bureau of Standards, ACM. (Box 16)
- NBS/ACM Workshop on Performance Evaluation. March 1973. U.S. Department of Commerce, National Bureau of Standards, ACM. (Box 16)
- NBS/ACM Workshop on Performance Evaluation Volume II. March 1973. U.S. Department of Commerce, National Bureau of Standards, ACM. (Box 16)
- ACM-SIGGRAPH/NBS Workshop on Machine Independent Graphics. April 1974. National Bureau of Standards, ACM, SIGGRAPH. (Box 16)

Association for Women in Computing Records [CBI 49]

- ACM 1983 conference. (Box 3, folder 48)

Carl Hammer Papers [CBI 3]

- Association for Computing Machinery (ACM), 1967-1981
- Brochures, 1967-1972. (Box 7, folder 12)
- Brochures, 1973-1978. (Box 7, folder 13)

Conference (1971), Final Report, 1971. (Box 7, folder 14)
 Conference (1972), List of Programs and Events, 1972. (Box 7, folder 15) Conference (1977),
 National Conventioneer Reference Book, 1977. (Box 7, folder 16)
 Conference (1979), Distinguished Service Award, 1979-1980. (Box 7, folder 17) Correspondence,
 1979-1981. (Box 7, folder 18)
 Washington D.C. Chapter, Incident Report, 1976-1980. (Box 7, folder 19)
 Program for ACM founder dinner, 1972

History of Programming Languages Conference Records [CBI 19]

ACM Guidelines for ACM SIG/SIC and Regional Conferences, 1972, 1976-1977. (Box 1, folder 1)
 ACM Technical Meeting Request Form, 1976-1977. (Box 1, folder 2)

Walter M. Carlson Papers [CBI 114]

AFIPS Presentation to ACM Executive Committee, 1988. (Box 2, folder 12)

Control Data Corporation Records [CBI 80]

Newspaper and Magazine Articles (Series 14)
 Peripherals, Communications of the ACM, Communications of the ACM, June, 1966. (Box 1)
 Systems: Commercial, Trinity U Computer, Communications of the ACM, April, 1967. (Box 1)

Bruce Gilchrist Papers [CBI 76]

Papers contain outgoing correspondence relating to Gilchrist's duties as an officer of AFIPS and the ACM.
 Most of the records prior to 1965 concern ACM.

Auerbach Associates Market and Product Reports [CBI 30]

ACM Seminar Information: Its Storage, Retrieval and Management. November, 1967. ID#: 1514-100. (Box 75, folder 9)

John K. Swearingen Papers [CBI 46]

Correspondence, ACM, 1974-1975. (Box 3, folder 22)

Robert V. Head Papers [CBI 170]

Committees and Groups: Association for Computing Machinery (ACM), 1962-1965 (Box 10, folder 23)
 Publications: Association for Computing Machinery (ACM)-*The Bit Dropper*, 1967 (Box 3, folder 11)

Margaret R. Fox Papers [CBI 45]

Summaries of papers presented at ACM meetings, 1947 and 1950. (Box 8, folder 60)

Association for Computing Machinery (ACM) Publications [CBI 110]

Collection contains published annual reports, directories, newsletters, and other miscellaneous publications of the ACM, its regions, and chapters, from 1971-1985.

American Federation of Information Processing Societies (AFIPS) Records [CBI 44]

Correspondence with ACM, 1972 (Box 17, folder 23)

Daniel D. McCracken Papers [CBI 43]

ACM Council and Executive Committee
 ACM Council meetings
 ACM Executive Committee meetings
 ACM Correspondence, 1969-1982
 ACM Key Personnel Lists, 1974-1983

Charles W. Bachman Papers [CBI 125]

- ACM 1973 Conference Pamphlets, 1973. (Box 17, folder 34)
- ACM Sigplan/Sigops Interface Meeting, April 9-12, 1973. (Box 17, folder 33)
- Turing Award Correspondence, 1973-1974. (Box 17, folder 35)
- "The Programmer as Navigator," presented at Association for Computing Machinery (ACM) Turing Award Recipient Lecture, Atlanta, GA [presentation text and copies of transparencies], August 28, 1973. (Box 16, folder 32)
- ACM-SIGFIDET Workshop. "Conference Debate: Network (database set approach) vs. Relational Approach," Chicago, IL [CWB notes, copies of transparencies, correspondence, attendees, and agenda], May 1-3, 1974. (Box 17, folder 36-38)
- Establishment of the Michael E. Senko Memorial Award and Trust Fund, 1979. (Box 17, folder 39)
- ACM Turing Award Committee, 1982. (Box 17, folder 40)

Applied Data Research Software Products Division Records [CBI 154]

- Patents: Association for Computing Machinery (ACM), 1968 (Box 13, folder 8) [Richard C. Jones file]

Herbert S. Bright Papers [CBI 42]

- Association for Computing Machinery, 1959-1984
 - ACM 64
 - Chronological Files, 1964. (Box 4, folders 8-9)
 - "Critique of a Problem Set for Instruction in Digital Computer Programming, 1964. (Box 4, folder 10)
 - "Lists and Why They Are Useful," 1964. (Box 4, folder 11)
 - Press Kit, 1964. (Box 4, folder 12)
 - Program Committee, 1963-1964. (Box 4, folder 13)
 - Thomas J. Watson, Jr. Speech, 1963-1964. (Box 4, folder 14)
 - Annual Report, 1960. (Box 4, folder 15)
 - Committee on Computers and Public Policy, 1980. (Box 4, folder 16)
 - Computing Surveys Reviewing, 1980-1982. (Box 4, folder 17)
 - Council Meeting material, 1961. (Box 4, folder 18)
 - Data-Link (newsletter of the Los Angeles chapter), 1961-1964. (Box 4, folder 19)
 - Distinguished Service Award, 1978-1981. (Box 4, folder 20)
 - Elections, 1966-1982. (Box 4, folder 21)
 - Guidelines for ACM SIG/SIC and Regional Conferences, 1976. (Box 4, folder 22) IFIP/ICC
 - Vocabulary of Terms Used in Information Processing, 1964. (Box 4, folder 23)
 - Miscellaneous, 1959-1983. (Box 4, folder 24)
 - "Pathways to System Integrity," 1980. (Box 4, folder 25)
 - Revised ACM Constitution, n.d. (Box 4, folder 26)
 - SIGCAPH, 1974-1975. (Box 5, folder 27)
 - SIGPAC ACM paper, 1968-1969. (Box 4, folder 28)
 - Subject Headings Subcommittee of the Informal Joint ACM-AIEE-IRE Computer Terminology Committee Report, 1960. (Box 4, folder 29)
 - Report background materials, 1960-1961. (Box 4, folder 30)
 - Washington chapter, 1961-1984. (Box 4, folder 31)
 - ACM '74, Forum on Computers and Public Policy (sponsored by SIGCAPH) featuring Paul Armer, Herbert S. Bright, Daniel D. McCracken, and others, 1974. [cassette: Bright's speech, "Liability Professionalism" begins side B of cassette] (Box 6)

Data Processing Management Association Records [CBI 88]

- Evaluation of Data Processing Schools, 1969. [includes copy of ACM guidelines] (Box 20, folder 39)
- National Computer Year (ACM), 1970. (Box 25, folder 25)

Engineering Research Associates and Remington Rand UNIVAC Records [CBI 124]**Warren P. Burrell Professional Development**

Association for Computing Machinery (ACM) constitution, membership roster, election notices, book order forms, 1950, 1952. (Box 2, folder 8)

Association for Computing Machinery (ACM) meetings and conferences, 1950-1954. (Box 2, folder 9)

Association for Computing Machinery (ACM) abstracts, 1950-1951. (Box 2, folder 10)

Association for Computing Machinery (ACM) reports # 13-21, 1950-1953. (Box 2, folder 11)

George Glaser Papers [CBI 23]**ACM Records, 1967-1978**

Chronological Records, 1973-1979. (Box 1, folders 1-3)

Council and Executive Committee minutes, 1967-1972. (Box 1, folders 4-5)

Council and Executive Committee records, 1973. (Box 1, folder 6)

Council records, 1972-1973. (Box 1, folder 7)

Data Base, 1969-1971. (Box 1, folder 8)

Elections, 1972. (Box 1, folder 9)

Fiscal year, 1972. (Box 1, folder 10)

Headquarters newsletter, 1971-1973. (Box 1, folder 11)

Lectureship roster, 1972-1973. (Box 1, folder 12)

Long range planning committee, 1974. (Box 1, folder 13)

Membership, 1970-1971. (Box 1, folder 14)

Membership statistics, 1971-1972. (Box 1, folder 15)

Minimum Services, ad hoc committee on, 1972. (Box 1, folder 16)

Nominating committee, 1975-1978. (Box 1, folders 17-18)

Ombudsman program, 1972-1975. (Box 1, folder 19)

Organization and management, 1971-1973. (Box 1, folder 20)

Personnel policies, 1970-1972. (Box 1, folder 21)

Press and PR, 1968-1973. (Box 2, folder 1)

Professional development program, 1968-1973. (Box 2, folder 2)

Publication board, 1971. (Box 2, folder 3)

SIG/SIC board (Denning), 1969-1972. (Box 2, folder 4)

SIGBDP correspondence, 1972-1974. (Box 2, folder 5)

Isaac L. Auerbach Papers [CBI 52]

Association for Computing Machinery (ACM), 1961-1981. (Box 6, folders 1-3)

Association for Computing Machinery Los Angeles Chapter, Special Interest Group on Programming Languages, Working Group 4= PL/I Bulletins [CBI 35]**Ada Programming Language Materials [CBI 157]**

Association for Computing Machinery SIGAda, 1986-1989 (Box 3, folders 2-3)

Association for Computing Machinery, Special Interest Group on Graphics (SIGGRAPH), Conference Publication, 1981-1996 [CBI 85]**Uncataloged Serials [CBI 152]**

Bit Droppers: Official Publication of the San Francisco Bay Area Chapter of the Association for Computing Machinery: Vol. 28 no. 12 (December 1988); Vol. 29 no. 12 (December 1989)

ACM Materials in Other Repositories

Cornell University Archives

Gerard Salton Papers

Correspondence

ACM - Association for Computing Machinery, 1970-1972
 Feb. 1976 ACM letter
 June 1976 ACM membership letter
 June 28, 1976 ACM newsletter responses
 ACM Council - Jim Adams, 1972-1977
 ACM Council Letter, 5-21-76 RE: JAM
 ACM Council - Chapter Correspondence, 1972-1976
 Oct. 1976 ACM Meeting letters and responses
 ACM Letter - Feb. 1977 meeting
 1977 ACM Computer Science Conference
 ACM letter, June 1977
 ACM letter, Nov. 1977
 Dorethy, Barry C. - ACM ed. Staff, 1970-1971
 Sammet, Jean - ACM, 1972-1976

Professional Papers

ACM Queries - Syntax Analysis, 1988
 Dynamic Document Processing- Communications of the ACM, 1972
 Proposal for a New ACM Publication- Transactions on Information Storage & Retrieval (TISR), 1995
 ACM Reports, 1995
 BCS- ACM Symposium, Cambridge-1980- Research & Development in Information Retrieval

Stanford University Archives

George and Alexandra Forsythe Papers, 1938-1979

ACM materials include council, curriculum, education board, goals, newsletters, personal, SICCSSE and SIGNUM. (9 folders)

University of Michigan, Bentley Historical Library

Bernard A. Galler Papers

Professional and Other Activities; ACM

Awards Committee, 1977-1978
 Committee on the Dissemination of Information, 1966-1967
 Committee on International Activities, 1973-1976
 Committee on Member Attitudes to Non-Technical Activities, 1978-79
 Committee on Taxonomy of Computer Science and Engineering, 1976-1981
 Correspondence, 1964-1981
 Council, 1966-1967
 Fortieth Anniversary Program, 1985-1986
 Government Organization Committee, 1972-1975
 National Conference, 1964-1967
 Nominating Committee, 1971-1973
 Programming Languages Committee, 1965 and 1968
 Turing Award Committee, 1971-1979, 1988-1989, 1990-1992

Hagley Museum and Library, Manuscripts and Archives

Simon E. Gluck Collection of Early Computer Documents, 1944-1976

(unpublished finding aid available on site)

**Archives Center, National Museum of American History, Smithsonian Institution
Computer Standards Collection, 1958-1978**

Correspondence, reports, publications, meeting minutes, and bulletins of standards committees relating to ALGOL, COBOL, and the International Standards Organization (ISO) subcommittee on character sets (ANSI X3L2). The ALGOL records include correspondence to the ALGOL Maintenance Subcommittee (Association for Computing Machinery) and information about the International Algebraic Language, XTRAN source language for FORTRAN, and the SHARE ALGOL 60 translator. The COBOL records (1960-1969) include material from CODASYL, the European Computer Manufacturer's Association, SHARE, and the American Standards Association. The ISO records (1959-1978) relate exclusively to the standards for data formats and codes and includes material from other standards organizations.

Paul Armer Collection, 1949-1970

The collection includes minutes of meetings, correspondence (of Armer and others) and memoranda relating to the four organizations (including the Association for Computing Machinery) and their committees. Published papers and rough drafts of articles on a wide range of subject related to computer uses and applications are also included. Reports and summaries of meetings and symposia cover a variety of issues relating to computers and information processing.

Association for Computing Machinery (Washington, D.C. Chapter) Collection, 1958-1978

Microfiche copies of the records of the Washington, D.C. chapter of the Association for Computing Machinery, including council minutes, chapter financial records, and the chapter's newsletters, entitled COMPUTOPICS, covering the years 1960-1978.

United States. National Bureau of Standards. Computer Literature Collection, 1945-1961.

Continued by National Bureau of Standards Computer Literature Collection, 1956-1978 held at the Charles Babbage Institute.

acm

the society for computing and information processing

TO: ACM Staff

November 25, 1991

FROM:

Bridget Gann, *Budget*

RE:

Guidelines for Record Retention

Attached you will find "Guidelines for Record Retention." These guidelines were extracted from National & International Records Retention Standards, by Fred Guymon, a recognized authority on retention standards. The guidelines are intended as a tool in ACM's upcoming purge campaign.

While the guidelines do contain an introduction which explains their use and intent, there are other points which require further elaboration:

1. One of the main objectives behind the purge campaign is to eliminate as much paper as possible. The guidelines do not take into consideration the existence of electronic files but refer only to paper. When reviewing your files consider whether or not they are stored electronically and if their retention on paper is also necessary. For instance, documents requiring proof of signature need to be retained on paper. Your MIS Liaison will be working with you on the retention and transfer of electronic files.

2. The guidelines are not absolutes. They are being provided to give you a general idea from which to reach your own conclusions. Based on experience and need, each department knows best how long a record needs to be retained. The same is true for if and when a document needs to be transferred to storage.

3. You should assume that all records listed under a particular department heading are the responsibility of that department. For example, all records listed under the "Accounting/Financial Records" heading are assumed to be the responsibility of the Office of Financial Services. If you think you are retaining financial records which are not retained in the Office of Finance, you should check with that department. Try to avoid unnecessary duplication of documents.

4. If you are responsible for a particular board or committee you should also assume responsibility for maintenance of its records.

Please contact me with any questions you may have.

/bg

CHM_RecordNumber

7839

Id_AccessionNumber

102630486

Id_LotNumber

X3008.2005

Id_OtherNumbers

OHP 107

Creator

Computer History Museum

Desc_Comments

Symantec, Natural Language Understandings, MYCIN, Prospector, Maching Intelligence Corporation, SRI, Stanford Research International, SHRDLU, Charlie Rosen, Earl Sacerdote, Machine

Desc_WhereMade

Mountain View, Calif.

Desc_Functional

Yes

Desc_Condition

Excellent

ContributorSpicer, Dag; interviewer
McClure, James; cameraperson**Date**

11/ 19/2004

Format_Dimensions

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Format_MovingImage

Digital:DVCAM

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Computer History Museum

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Computer History Museum

Title

Oral History of Gary Hendrix

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Computer History Museum

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11/24/2004 AR

ASSOCIATION FOR COMPUTING MACHINERY
RECORD RETENTION GUIDELINES

INTRODUCTION

The following record retention guidelines have been compiled in an effort to set some parameters for the retention of documents within the various departments at ACM. Hopefully such guidelines will promote greater efficiency, organization and unity when it comes to ACM's filing systems.

The guidelines may also be used to answer some long standing questions regarding departmental records, and how long they should be retained in the office (easily accessible) and if and how long they should be stored in a less accessible location (archives). While it is true that there are legal standards for certain documents, for the majority of documents listed here, the retention rate is merely a standard or guideline recommended by record retention authorities.

The Guidelines for Record Retention are arranged in alphabetical order by department or miscellaneous category. Each general heading then lists individual records, also in alphabetical order. Corresponding to each individual record is a "years to retain" number and a comments column. The comments column should be used to further interpret the "years to retain" number. For example:

RECORD/DOCUMENT TYPE	YEARS TO RETAIN	COMMENTS
ACCOUNTING/FINANCIAL RECORDS		
Accounting, codes/instructions	6	Dispose

This record should be maintained for 6 years and then disposed of if it has been revised/cancelled/made obsolete/or superseded. The Directory of Comment Codes found on the following page will provide an explanation of all comments found in the guidelines.

DIRECTORY OF COMMENT CODES

Active	Save for active period only
Admin. need	Until administrative need ends
After audit	After audit
Archive	Transfer to archives/record center
Audit/+	Up to audit, plus
Copy	Retention of copy
Current	Keep record through end of current year
Dispose	Dispose if revised/cancelled/obsolete/superseded
Disposed	After sold/demolished/written off/destroyed
End	After termination/retirement/death
Final	After settlement/maturity/final payment
Fiscal end	After end of fiscal year
Hardcopy time	Same retention as hardcopy
Need end	Until need ends
Orig.	Original copy
Original	Original document
P	Permanent
Report	After report
Review	Review & retain necessary data
Takeover	After takeover
Termin	After termination
Term/trans	After termination or transfer

ASSOCIATION FOR COMPUTING MACHINERY GUIDELINES FOR RECORD RETENTION

RECORD/DOCUMENT TYPE	YEARS TO RETAIN	COMMENTS
ACCOUNTING/FINANCIAL RECORDS		
Account statements	3	
Accounting, codes/instructions	6	Dispose
Accounts payable, check requests	4	After audit
Accounts payable, general	6	
Accounts payable, invoices	6	After audit
Accounts payable, ledger	P	
Accounts payable, paid checks	6	After audit
Accounts payable, P.O's, acctg. copy	4	After audit
Accounts payable, vendor contracts	4	
Accounts payable, vendor I.D. index		Need end
Accounts receivable, controls/reports	6	
Accounts receivable, ledger	3	
Accounts receivable, statements	6	After audit
Accounts receivable, trial bal., year end	2	
Accrued expenses	3	After audit
Audit, accounting workpapers	3	
Audit, contract	3	+Active
Audit, costs	6	
Audit, external	6	Report
Audit, federal, reports	3	
Audit, independent firm	15	
Audit, internal	6	Report
Auditors' reports	0	
Bank, account establishment	1	+Active
Bank, deposit books	3	
Bank, deposit slips	3	
Bank, reconciliations	5	
Bank, signatures, min/max authority	1	+Active
Bank, stop payment correspondence	2	
Bank, transfers	3	

**RECORD
RETENTIONS
PAGE 2**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
Billing, invoice files	6	After audit
Bills, general	7	
Cash, balances—statements	2	After audit
Cash, balances—summaries	3	After audit
Budget, department files	5	
Budget, expenditures reports	3	
Budget, forecasts	3	
Budget, justification/estimates	5	
Budget, periodic report, fiscal year	4	
Budget, policy files	P	
Budget, reports, annual	P	
Budget, work papers	3	
Cash, receipts journal	7	
Cash, receipts register tape	4	Original
Cash, statements	2	
Cash, transmittal records	1	
Chart of accounts	0	Current
Checks, cancelled	6	After audit
Checks, logs	3	
Checks, paid	7	
Checks, payroll, cancelled	2	
Checks, payroll, paid	3	
Checks, registers	7	
Checks, stubs	6	
Credit/collection, files	0	Need end
Credit/collection, trial bal., year-end	2	
Credit/collection, uncollectable accounts	10	After audit
Credit card, payment, transaction reports	2	
Credit card, rejected status change reports	1	
Depreciation, records	P	
	P	
Disbursements	3	

**RECORD
RETENTIONS
PAGE 3**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
Expense reports	6	After audit
Financial statements, annual	P	
Financial statements, general	5	
Insurance, certificates	6	Dispose
Insurance, policies	3	
Investment, documents, correspondence	25	
Investment, records	P	
Invoices, general	6	Audit/+
IRS, examination records	50	After audit
Ledgers, general	P	
Payroll, all records	5	Audit/+
Petty Cash, fund vouchers	2	Audit/+
Petty Cash, logs/summaries	6	
Profit & Loss Statements	P	
Purchase orders, paid	7	
Signature, authority, administrative	7	Dispose, Orig
Signature, cards	6	Final
Stop payment, correspondence	2	
Stop payment, journals	2	
Stop payment, records	2	
Stop payment, requests	2	
Tax, accrual, monthly schedules	25	After audit
Tax, administrative files	25	After audit
Tax, annual reports, state, returns	25	
Tax, computation/payments	P	Final
Tax, employment, social security	25	
Tax, employment, unemployment tax	4	
Tax, exempt certificates	4	
Tax, form 1099	3	
Tax, sales	6	
Travel, expenses	6	After audit

**RECORD
RETENTIONS
PAGE 4**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
Trial balances, accounts rec., open	1	
Trial balances, general ledger proff	1	
Trial balances, monthly	6	
Trial balances, year end	P	
W-2 employee payroll records	4	End
W-4 employee payroll records	4	End
BOARD RECORDS		
Board, announcements	5	
Board, budgets	5	
Board, correspondence	5	
Board, meeting minutes	5	
Board, newsletters	5	
COMMITTEE RECORDS		
Committee, announcements	5	
Committee, correspondence	5	
Committee, executive reports	6	
Committee, minutes, reports	3	
Committee, records	5	
CONFERENCES		
Conferences and workshops held	P	
Conference organization files	2	
CORRESPONDENCE		
Correspondence, administrative	P	
Correspondence, chronological	P	
Correspondence, executive	P	
Correspondence, general	5	
Correspondence, routine	2	

**RECORD
RETENTIONS
PAGE 5**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
GRANTS		
Grants, general records	P	
HISTORIES		
Historical, clippings, files etc.	P	
MEMBERSHIP RECORDS		
Address, change/deletion records	1	
Address, change requests	1	
Application, with check/documentation	6	Copy
Complaints	6	Final
Refunds	6	
MIS		
Computer, administrative master files	0	Hardcopy time
Computer, charges for space/time	5	
Computer, console logs	0	Admin need
Computer, documentation	P	
Computer, file user operations manual	P	Archives
Computer, hardware maintenance	1	Disposed
Computer, mainframe batch data information	3	Original
Computer, operator/programmer reports/schedules	0	Admin need
Computer, output, transactions accepted	1	Copy
Computer, output, transactions rejected	1	Copy
Computer, program file	5	Original
Computer, software maintenance log	2	
Computer, software modification file copy	0	Dispose
Computer, software program contracts	50	Dispose
Local area network systems/software	1	Dispose
Word processing systems	3	Original
NEWS RELEASES		
News releases	P	

**RECORD
RETENTIONS
PAGE 8**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
ORGANIZATION CHARTS		
Organization charts	P	
POLICY & ADMINISTRATION		
Agreements/contracts, general corporate property, leases for accounting service for engineering service for legal service for management service for maintenance	6 P 6 6 6 6 6	
Annual reports, general Annual reports, financial/operating	P 10	
Articles, of incorporation	P	
Building, construction Building, maintenance/repair Building, maintenance services Building, space administration Building, space inventories	5 10 3 2 2	Takeover Fiscal end
By laws, general	P	
Constitution	P	
Construction, bid/backup data Construction, completed, analysis/costs	6 6	
Council, agendas Council, budgets Council, minutes Council, newsletters	5 5 5 5	
Election, ballots Election, files Election, results	1 3 P	
Furniture, inventories	5	
Incorporation, records	P	

**RECORD
RETENTIONS
PAGE 7**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
Lawsuits, cases filed	10	Final
Leases, expired	8	
Mail Room Records		
logs, incoming/outgoing	1	
logs, registered/certified	1	
mailroom administration/gen. files	1	
meter records	1	
postage reports	1	
volume statistics	5	
Policies/procedures	P	
Powers of attorney	6	Dispose
Telephone, accounting	3	
Telephone, installation records	P	
Telephone, line data	2	
Telephone, moves	P	
Telephone, service	3	
Telephone, work orders	6	
PRICE LISTS		
Price lists	3	
Price lists, master copies	2	
Price lists, working copies	10	Dispose
PUBLICATIONS		
Advertising, activity reports	5	
contracts	3	Termin
job folders	3	Final
promotion files	5	
proofs	2	Dispose
reference files	1	Review
vendors	3	Dispose

**RECORD
RETENTIONS
PAGE 8**

RECORD/DOCUMENT TYPE	YEARS	COMMENTS
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Copyright, records
registrations/trademarks
work to establish right

P
50
P

Publications, (1 copy)
Publications, commission
Publications, indexes/bibliographies
Publications, readership surveys

P

1

Archives

Dispose

PUBLIC RELATIONS

News releases
Public relations, general files
Public relations, publications
Public relations, publicity files
Public relations, special events

P
2
5
5
2

SPECIAL INTEREST GROUP RECORDS

See Committee Records