

# **Records Retention Policy of the Oral History Association**

## Preamble

As a membership organization, the Oral History Association (OHA) is committed to collecting and retaining records of its work that are of enduring value to its membership and the OHA Executive Office and Council. Toward that end, the following policy establishes the framework for the collection, retention, preservation, and organization of those records. Its aim is to make organizational records useful and accessible for the promotion of the OHA's [mission](#).

## Policy Statement

This policy, together with approved procedures, establishes requirements for the retention, disposition, maintenance, and preservation of the OHA's records in all formats and media, in accordance with appropriate administrative standards and best practices for record retention. The OHA Council, Executive Office, and its membership are obligated to follow records retention procedures as established by this policy.

## Archival Partner Info

Since 1977, the University of North Texas (UNT) has served as the official archival repository for the Oral History Association. The finding aid for the OHA archive can be found here: <https://archives.library.unt.edu/repositories/2/resources/972>

## Types of Records Covered

This policy covers information that is in a final form, such as documents, email and print communications, publications, images, social media, and websites. A full list of records covered and their retention schedules may be found in the [OHA Records Retention Procedures](#) document.

In the event that a record type is new or has not been previously defined in the procedural document, it will be analyzed for its archival value and will either be added as a new category or scheduled for destruction.

### Participants in the Process

The OHA Council, Executive Office, and its membership all generate records in the course of their work for the OHA. The OHA Executive Office is responsible for the capture and transmission of all physical and digital records covered by this policy to the OHA Archive at UNT.

### Confidential Records Management Statement

Records that contain personal identifying information or that have been deemed confidential by the OHA Executive Office and/or OHA Council shall be archived yet embargoed from public access for the duration of its retention. External access to unpublished OHA records is administered by the OHA Executive Office and may be granted in a matter of legal or financial importance. OHA Executive Office is responsible for controlling access to active records prior to their transfer to the UNT Archives. Appropriate restrictions will be established onsite at the OHA Executive Office to protect privacy and confidentiality.

### Destruction of Records

Decisions on what records can be destroyed and when should be based on the content of records without consideration of their format. Inactive records with no operational, legal, fiscal, or historical value will be destroyed according to approved procedural records schedules. Destruction of records should include proper disposal of redundant copies. A verifiable audit trail should exist for the transfer or destruction of all records.

### Revision Schedule Reference

This policy was adopted by OHA Council on 10/15/2025 and is scheduled for regular review and possible revision in the calendar year following the adoption or renewal of the OHA Executive Office contract. Other revisions may be pursued and/or enacted at the behest of OHA Council.

### Revision Log

Policy Adopted: 10-15-2025