**Guidelines for District and Club Archives**

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**Document Control**

Accessible archives should be maintained for future reference and preparation of histories.

The aims of archiving are to:

* document the history, functions and development of the district/club since establishment; and
* preserve the records generated by the district/club.

**General Principles**

* + Appoint an archivist for the district and for each club;
	+ Keep up-to-date records of where and in what form documents and other items are held.
	+ Keep only what is generated by/unique to your club, e.g.
		- general meeting minutes
		- annual reports\*
		- newsletters;

\* Financial records are the responsibility of the district/club treasurer. Their retention for seven years is required. Final, audited financial reports published in the annual report are sufficient for history purposes.

* + Use electronical document storage where possible. Ensure that they are backed up and that the means of storage is current.
	+ Aim to deposit hard copy of older records with a local library or historical society, e.g. minute books, film and sound recordings.
	+ Destroy^ personal information from award candidates once the awardee has been selected, unless they give permission to be contacted by the district/club;
	+ Destroy^ personal information of former members, unless they give permission to be contacted by the district/club e.g. keep a database of members’ names, when they joined and when they left rather than retaining membership lists.

\* e.g. shred; do not recycle

* + Review (at least annually):
		- additions and disposal of records/items;
		- currency of the means of electronic storage
		- electronic files are backed up.
	+ In the event of a club disbanding, archives are to be transferred to the district.

In addition, clubs may wish to keep items of memorabilia accessible for display at functions. e.g.:

* + - club charter
		- photographs
		- compiled histories
		- donated items

Ensure a place of safekeeping for such items.