

## Guidelines for District and Club Archives

### Document Control

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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 the district/club, e.g.
  - general meeting minutes<sup>#</sup>
  - annual reports<sup>\*</sup>
  - district *Newsflash*/club newsletters;

<sup>#</sup> as a Club Board recommends and motions to the membership and these decisions are made at club meetings, it is recommended that board meeting minutes are not required to be archived.

<sup>\*</sup> 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 electronic document storage where possible. Ensure that records 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<sup>\*\*</sup> personal information from award candidates once the awardee has been selected, unless they give permission to be contacted by the district/club;
- Destroy<sup>\*\*</sup> 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.

<sup>\*\*</sup> e.g. shred; do not recycle

- Review (at least annually):
  - additions and disposal of records/items;
  - relevance of the means of electronic storage;
  - back-up of electronic files.
- In the event of a club disbanding, archives are to be transferred to another club in the area. This includes information about where archives are kept e.g. library, historical society; other physical records; electronic records. The club shall advise the district Membership Chair of the location of these archives.

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

- club charter
- photographs
- compiled histories
- donated items

### **District Archives**

As a minimum, the district archivist will store and keep the following:

- District Board Minutes and associated reports
- District Newsflash
- A list documenting the whereabouts of archives from disbanded clubs

At the end of the biennium, the district archivist will request these items from the

- District Secretary,
- *Newsflash* editor, and
- the Membership Chair.

The district archivist will ensure a place of safekeeping for such items.