

Purpose

To establish a policy for the Archive function of the Probus Club of Trent Hills.

Process

The policy will direct the activities of the volunteer Club member who will be identified as 'Archivist'.

The management committee will appoint a volunteer to manage the archive with the view of it being at least a two year appointment that can be renewed with the agreement of the volunteer.

The Archivist will be responsible to the Communications Manager and from time to time may be requested to attend management committee meetings.

The Archivist will work in cooperation with the Secretary, Treasurer and Communications Manager.

The archival process is primarily to maintain and protect documents of a certain age. The work necessitates the secure movement of documents from a working situation to a secure protection and secure storage mode. This may include retrieval of documents from storage for undetermined periods of time related to the working and celebratory activities of the Club.

Responsibilities

The Archivist will maintain a secure storage capacity for archive materials, both print and electronic, acceptable to the management committee.

The Archivist will maintain the following collection of documents and records:

1. **Accreditation documents/ correspondence:** Archivist updates holding annually or as directed. Accreditation Document (framed) is held by Meeting Manager.
2. **Constitution:** Secretary keeps current version available. Archivist keeps current and all approved versions plus correspondence with Probus Canada.
3. **By-laws:** Secretary keeps current version available. Archivist keeps current and all approved versions plus correspondence with Probus Canada
4. **Policy Book:** Secretary keeps all approved versions available. Archivist keeps current and all previous versions.
5. **Agendas and Minutes** (with noted attachments):
 - a. Steering Committee: Steering Committee documents go to archive September 2015.
 - b. Management Committee: Secretary keeps current and previous year. Archivist keeps two years and older.
 - c. Annual General Meetings: Secretary keeps current and previous year. Archivist keeps two years and older.
 - d. Other official Probus business: Region/ National/ special events: with Minutes/ Financial records or as decided by the Management Committee.
6. **Financial Records**
 - a. Annual year end and audit reports: Treasurer keeps current and previous year. Archivist keeps two years and older.
 - b. Monthly reports (attached to Minutes): Treasurer keeps current and previous year.

- c. Archivist keeps two years and older.
Cancelled cheques and bank records: Treasurer keeps current and previous year. Archivist keeps two years and older.
 - d. Insurance policy documents: Treasurer keeps current and previous year. Archivist keeps two years and older.
 - e. Old Record Shredding: Annual Financial Statements kept for life of organization. Day to day records: Seven (7) year rule applies to all
- 7. Membership databases** (including Waiting Lists)
- a. On paper: Keep original Membership sign up forms
 - b. On digital media: keep pre-Accreditation data base and Annual Membership List
 - c. Attendance Reports: will be filed with Minutes
- 8. Newsletters**
- a. Newsletter files will be maintained in a digital format.
- 9. Photos** (digitized) will be maintained in the archive:
- a. Official portraits: Steering Committee/ Management Committee/ etc.
 - b. Official events: Accreditation ceremony etc.
 - c. Format and filing: on advice of current official photographer.
- 10. Media Reports/ Photos:** All media reports and official photos will be digitized and sent to Archives. Other photos as publically posted (web site/ newsletter) archived.
- 11. Correspondence :** Will be attached to Minutes as determined at Management Committee meetings.
- 12. Storage:**
- a. Digital Storage: on memory sticks held in Archives and "Cloud"
 - b. Hard Copy Storage: to be determined by Archivist and approved by Management Committee.

IMPLEMENTATION: Immediate

AUTHORITY: Management Committee 16.IX.14