

CFUW Sunshine Coast Archive Protocol - Final

This protocol outlines details to archive Club materials.

Approval by:

Board Motion

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Purpose

To outline CFUW SC Club items for archiving, responsibilities, requirements and frequency for submission.

Items for Archiving (Responsibility)

At year-end (June) it is the responsibility of those designated to forward relevant information to the Secretary.

Minutes of General and Executive Meetings (Secretary)

Annual Report (Secretary) and Year-end Financial Review (Treasurer)

SC Newsletters (Originator)

Outline of the program for the year (from the website) (Program Chair)

Board of Directors (positions and names) for the Club and the Bursary Society for the year (Respective Presidents)

List of member names as of December 31st (not to include any other information e.g. addresses, phone numbers, email) (Membership Chair)

Publicity related to Club members and Interest Groups, events, special projects, awards; to include printed materials, photographs, newspaper articles (photocopies only not original newsprint) (Communications Chair)

New or updates to policies, procedures, constitution/bylaws for the Club and the Bursary Society (Respective Presidents)

Executive correspondence (letters, emails) of significance (this would not include correspondence of a routine nature); position papers; briefs (President)

Copies of public presentations (hardcopy or electronic) (Event coordinator)

Photos of activities and events (Communications Chair)

Material Requirements

For hard copy materials there are to be no staples, binding, glue, tape, paper clips, pins, *et cetera*.

Where possible, documents must be the originals. Hardcopies are preferred. Photographs may be electronic (.jpg and .pdf format), saved to a DVD. Note: DVDs are not a permanent record and may need to be 'redone'.

Documents are to be specific to the Sunshine Coast Club (not to include Provincial or National CFUW materials).

Any personal or sensitive information is to be identified by the Sechelt Public Library archivist as 'restricted' for research purposes (i.e. to meet legislated requirements associated with freedom of information and privacy).

By appointment, information in the Archives may be copied or scanned; original items are not to be removed.

Frequency for Submission

The Secretary, in discussion with the Sechelt Public Library Archivist will determine the frequency for submission of information based on volume of material and storage requirements (not to exceed five years).

The job description for the Secretary will be updated to include archiving responsibilities.

Duties of the Archivist

The position of Club Archivist is appointed by the Board of Directors.

The Archivist is to collect information, clippings, photos, tickets, programs, posters, et cetera related to Club activities, events and Interest Groups. Information is to be collected and compiled in scrapbooks and/or digital format. Every two years hardcopy information is to be submitted to the Archivist at the Sechelt Public Library. Information may be 'borrowed back' for specific anniversary occasions or special events.

Digital archives will be stored in the gmail account or on the website.