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| POLICY 2                   | Archiving   |
| <b>Archiving</b>           | <ol style="list-style-type: none"> <li>1. The District Secretary will retain minutes and correspondence during their biennium electronically on the District Fifteen Google Drive. At the end of the biennium the minutes will be transferred to the District Fifteen Hard Drive and correspondence destroyed.</li> <li>2. The District Treasurer will retain financial records during their biennium electronically on the District Fifteen Google Drive. Financial records must be retained for 7 years and will be stored at the physical archive location. Annual financial reports will be filed and stored with the Charities Commission.</li> <li>3. District Chairs shall keep documentation from their biennium and the previous one. All other documentation can be destroyed.</li> <li>4. Material from Clubs that have folded shall be held for two years after the folding date and then destroyed. The Minutes and the Financial Information from the first and the final meetings will be held electronically on the District Fifteen Hard Drive for seven years.</li> <li>5. Gavels and Club banners in good condition shall be held by the Archivist.</li> <li>6. The District Board will arrange for the storage of physical records.</li> <li>7. Copies of District Directories and Conference Reports shall be retained electronically on the District Fifteen Shared Google drive. There will be an electronic copy of each Conference Report in Wellington at the Alexander Turnbull Library/National Archives.</li> <li>8. Changes to policy will be recorded in the Archives in the policy and also in the Policy Changes and Motions document along with significant motions from District Board/Conference meetings.</li> </ol> |
| <b>Archives</b>            | Changes in Policies & Motions District Fifteen Board Meetings & Conferences   |
| <b>Pre Conf. 1994 (ME)</b> | The District Archives would in future be stored in the Alexander Turnbull Library.  |
| <b>Pre Conf. 1995 (ME)</b> | Archives - It was recommended that Governor Elect Sue Forster appoint an historian from her area for this biennium.   |
| <b>Pre Conf. 2005 (RW)</b> | THAT the Archive Records be stored at Waitomo Petroleum in Hamilton and that Altrusa purchase a storage container.  |
| <b>Mid Year 2005 (CM)</b>  | Past Governor Rosemary Watson has started to collect data for a District Fifteen Scrapbook.<br>Storage of records that are not required at Alexander Turnbull Library will be held at Waikato Petroleum.  |
| <b>Pre Conf 2011 (LM)</b>  | Moved that the District Records archiving policy be approved.   |
| <b>Pre-Con 2015 [JB]</b>   | Patricia O'Donnell appointed Archivist.   |