**Archiving Guidelines**

Archiving is a way of recording your club’s history for the future. There are a few things you must archive and quite a few that are nice to have.

Archives can be either physical or Digital. It can be a good idea to keep both for some documents. E.g. Charter certificates/documents, certificates of incorporation etc.

Photos can be scanned and kept digitally as well as physically. Keep a spreadsheet or listing of where each item is kept. Where possible ensure names of those in the photo are recorded. If searching for a particular person’s photos they can be easily found.

You can obtain special Archiving envelopes to store photos etc. so they do not deteriorate. Your library may be able to assist with this.

Below is a list of Items which must be kept each year

* AGM minutes dated and signed
* Annual Presidents report dated and signed
* Annual Treasurers report dated and signed
* Annual Committee reports dated and signed
* Copies of all newsletters

The following is a list of nice to have’s and easy to keep if digital

* Copy of yearbooks or club directory (one per year)
* Notes, photos and articles on Projects, Conferences, and Fundraising projects.
* Any newspaper articles regarding Altrusa that have been printed in the past year
* Notes, photos and articles on any IFF Days
* Notes, photos and articles on any Altrusa miscellaneous events
* Minutes of any meetings where important decisions were made if outside of AGM.

Archiving should be the task of one or two members who are responsible for collating and storing the information each year. IMPORTANT: do ensure if you are keeping digital records that the login and password details are passed on to the appropriate person each year.

Below are samples of Listings kept.

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| Box No. 1 | Club History and Photos 1974-2018 |
| Box No.2  | Newsletters, Altrusa Certificates, Year Books and Memorabilia |
| Box No. 3 |  Projects and Anniversaries - i.e. articles etc. |
| Box No. 4 | AGM Reports, Presidents Report, Financial Reports, Committee Annual Reports, spreadsheet of missing reports. |

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| Envelope | Contents | Location |
| Envelope No. 1 - 1977 | Club History Documents | Box 1 |
| Envelope No. 2 – 1976-79 | Certificate of Incorporation, Incorporated Societies Act, Rules of the Club, Alterations to Rules of the Club, Members Handbook, Establishment of Joy Pridmore Memorial Award 1979,  | Box 1 |
| Envelope No. 3 1974-1999 | List of Members 1974-1999, International Presidents Visits photos | Box 2 |
| Envelope No. 4 1977-1990 | Presidents and Boards photos, Garage Sale Photos, Making Roses for Mall Gala Photos, Article on Donation of Jaws for Life to Fire Brigade | Box 3 |