

AREA ARCHIVES COMMITTEE

Composition:

The Archives Committee has three elected officers, a Committee Chairperson, an Alternate Chairperson/Treasurer and a Secretary. All the officers are elected in Committee by a modified Third Legacy Procedure in even years, and presented for approval at the Area business meeting that year in the month of October. The remainder of the committee is comprised of all of the Area 15 District Archives Chairpersons who are elected in their own Districts.

Scope:

Provides a forum for Districts to share experience among the archivists in Area 15. The Committee maintains an archival history of the actions of the Area 15 Committee transacted at its business meetings, as recorded in the printed minutes (per Area Current Practice, printed minutes are retained in perpetuity). The Committee currently maintains two sets of minutes. The original set is locked in special boxes stored in the Archives storage locker. The second set, also stored in the Archives storage locker is brought to Quarterlies for display. per Area Current Practice, a media type recording (currently a CD) of each Quarterly Area business meeting is retained for a minimum of six (6) months. per Area Current Practice, the Archives Committee retains five (5) years plus the current year's financial records. The Area Treasurer and the Archives Committee are responsible for destroying the financial records older than five (5) years by June 1st of each year. Other appropriate history will be preserved when requested by other Area Committees.

Procedure:

The Committee meets at each Area 15 Quarterly. The Chairperson reports Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Treasurer presents the Committee's Treasurer's Report at the Area business meetings. Minutes of its own business are provided to its members and other interested individuals. Provides the Area Finance Committee with an annual request for funds at budget time.