

RECORDS MANAGEMENT POLICY

A. Need/Purpose

The Art Guild at Fairfield Glade has a long history, and is continuing its growth. Records of its goals, decisions, activities and programs are important as building blocks for the future. Although many records are to be kept by law, others are valuable to the organization as insights and achievements or practical and functional tools, and therefore deserve to be preserved.

In addition, Board members of voluntary, non-profit organizations should maintain effective methods to minimize risk to themselves and the organization by ensuring that permanent official records of their activities exist.

B. Responsibilities

Although it is the responsibility of each Board member to be familiar with this policy and assist those they oversee to implement it, the overall responsibility for the policy shall be the Secretary's. The Archivist/Archives Committee is delegated to keep the policy up-to-date, and carry out the actual retention and deletion of items. There should be an annual audit of the Record Retention Schedule.

C. Definition

Because the list generated below is not all inclusive, at times it will be necessary to determine whether a particular item is a "record" and thus should be subject to this policy. Some characteristics of a record for the purposes of the Art Guild are:

- It contains legal or regulatory compliance information
- It is evidence of a transaction
- It identifies individual(s) in charge of and/or summaries of an activity or event
- It codifies governing documents and policies, and documents changes to them (for example, strikeouts, additions, dates revised, etc.)
- It records goals, objectives, evaluations, and surveys of the Long Range Planning Committee and Executive Board
- It is important enough to justify the expense of time, effort and money to keep and index it so that it may be useful in the future

Not every record fitting these criteria must be kept; it is important to also weigh how difficult it is to maintain a record without being an undue burden to the Secretary or the Archives Committee.

D. Media

Documents and records may be kept as hard copy or in electronic format; however, for the purpose of safety and saving storage, as many as possible should be put in electronic format. Because it is easy to alter or delete computer files, back up files in an alternate location shall be kept and non-alterable formats shall be used as much as possible.

E. Record Retention Schedule (SEE SEPARATE)

8/14; REV. 11/14 BLRC
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