



Archives



**All archives should be kept in a locked filing cabinet or church property
Or in a secured facility**

Guidelines

- Archives are the permanent history of the league. Preservation of archives is a priority for every Past President.



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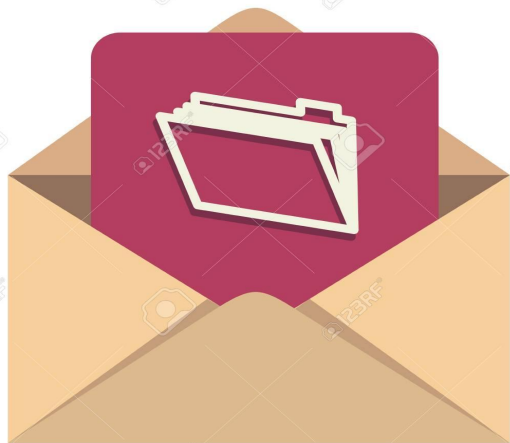
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Filing of information

Binders, large envelopes, photograph albums

Ensure names, dates, location is marked



July 2, 1947



What to keep



**WHAT TO KEEP?
WHAT TO TOSS?**



NORTH SHORE BANK IN YOUR INTEREST PODCAST

WHAT TO KEEP/WHAT TO TRASH???

People and References		
Kennedy, John F.	Malcolm, James	Obama, Barack
Lincoln, Abraham	Washington, George	Roosevelt, Franklin D.
Madison, James	Jefferson, Thomas	Clinton, Bill
Adams, John	Bush, George	Biden, Joe
Truman, Harry S.	Nixon, Richard M.	Carter, Jimmy
Kennedy, Lyndon B.	Ford, Gerald R.	Reagan, Ronald
Nixon, Richard M.	Carter, Jimmy	Thatcher, Margaret
Stalin, Joseph	Khrushchev, Nikita S.	Bush, George
Hitchcock, Alfred	Truffaut, Jean-Luc	Fellini, Federico
De la Torre, Juan	Alfonso Cuarón	Buñuel, Luis
Reyes, Alfonso	Bonifazi, Andrea	Arborelius, Jan
Wolfe, Thomas	Leavis, F. R.	Wells, H. G.
Kant, Immanuel	Mill, John Stuart	Bentham, Jeremy
Spinoza, Baruch	Locke, John	Hobbes, Thomas
Locke, John	Hobbes, Thomas	Spinoza, Baruch
Hobbes, Thomas	Spinoza, Baruch	Locke, John
Locke, John	Hobbes, Thomas	Spinoza, Baruch
Hobbes, Thomas	Spinoza, Baruch	Locke, John
Hobbes, Thomas	Spinoza, Baruch	Locke, John
Hobbes, Thomas	Spinoza, Baruch	Locke, John
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Hobbes, Thomas	Spinoza, Baruch	Locke, John
Hobbes, Thomas	Spinoza, Baruch	Locke, John
Hobbes, Thomas	Spinoza, Baruch	Locke, John
Hobbes, Thomas	Spinoza, Baruch	Locke, John



- **Treasurers' books(ledgers only) are retained and placed in archives after 5 years. Cheques and receipts are kept for 5 yrs. and then destroyed.**
- **Each past president is encouraged to write a few pages outlining the highlights of her term as president. These become valued historical notes for future councils histories.**
- **Past minutes are archived after 6 years. They should be retained in dated binders or files. These minutes are a permanent record of council activities and must be kept forever. Note: Council minutes are kept by the secretary for the current president's term and the previous two terms for a total of six years before being archived.**

- **Motion books should be kept in an active file by the secretary for 6 years and then placed placed into an archival binder for historical purposes.**

Annual reports of the council and standing committee chairperson are kept by the secretary for 6 yrs. and then retained in an archival binder for reference by the year the report was given.

- **Resolutions initiated or adopted by the council ate kept until the resolution has been acted upon and resolved. The resolution and the brief only then will be placed in the archives.**

Miscellaneous items:

- List of presidents, spiritual advisors, addresses, term in office, dates
- List of council's executive for each year
- List of awards, maple leaf service pins, other league pins, with date of presentation
- List of life members, honorary life members, addresses and year awarded.
- Correspondence of historical interest, i.e. letters from/to church, political or community leaders, congratulations; plaques, documents for anniversaries, special services, etc.
- Special projects, including financial statements of the project
- Copies of council newsletters(one per year, unless several were outstanding)
- A record of the charter, dates, names of charter members

Some extra tips



- **Store photographs in acid free folders.**
- **Do not use metal paper clips**
- **Do not use ink or felt pen on the backs of photos. Use a soft lead pencil such as 6B. Write on the edge of the photo rather than in the center of the image.**
- **Avoid the use of tape**
- **Do not keep archives in a basement, attic, or garage because of the fluctuation of temperate and humidity**

This concludes my report



Care for our

Common Home