

## ***Archives Guidelines for League History Provincial, Diocesan and Parish Councils***

*Archives* are the permanent history of the League. Preservation of archives is a priority for every past president! If archives and history are not her priority or interest, the past president is encouraged to appoint an **archives sub-committee** or an interested and experienced council member to maintain the archives and history. Funds should be included in the council budget to purchase required archival supplies. The sub-committee or interested member will inform the past president about any requirements for archival supplies prior to the setting of the council's budget.

### ***Location of Archives***

All archives should be kept in a locked filing cabinet on church property or in a secure facility at the diocesan archives location. However, League archives must always be kept separately from other diocesan files.

### ***Updating and Indexing Archives***

Archives should be updated and reviewed every two years. An inventory of archival materials should be maintained. Three copies of the inventory will ensure continuity. One copy is to be kept with the archival files, one copy kept in the past president's archival file (with this Guideline) and, a copy given to the current president and noted in the minutes.

### ***History Books***

All councils (parish, diocesan and provincial) are encouraged to send a copy of their own history book to CWL national office at C-702 Scotland Avenue, Winnipeg, MB R3M 1X5, marked "Archives." A letter, signed by the current president of that council, authorizing the League to place this history along with other histories of that year in the League archives at the Archives of Manitoba must be included. (National archives are kept at this location.) Once a year, national office staff will prepare an acid free file box with the council histories received that year and submit it and an index of the contents to the Archives of Manitoba. An index of the contents of each box will be kept at national office.

### ***Recommended Filing of Information***

- a. Binders (large three-ring) and acid free file folders or large envelopes are usually the best manner in which to preserve historical information.
- b. Photograph albums, with names, dates, location and occasion noted, are invaluable. Use of an acid free pen on acid free paper or typewritten information placed near the picture will give information about the people in the photograph when memories fail!
- c. All information (especially newspaper clippings) should include names, publication and date.
- d. Computer discs can be utilized for preservation of written information, but members need the visual history so all information stored on discs should also be committed to paper (acid free paper, where possible).
- e. Treasurers' books (ledgers only) are retained and may be placed in archives after five years. Cheques and receipts are kept for five years and then destroyed.

### ***Contents of Binders or Archival Files***

- a. **Members:** Councils are encouraged to set up a binder with a page, in alphabetical order, for each member. This page will include information about the member, including the year she became a member, offices held (which should be updated if the member advances to other League levels), other League work (projects, convention convener, dinners, League community related activities, World Day of Prayer, etc.), ministries in the church, awards and pins received, a photograph of the member, and any other pertinent information as determined by the council. In large councils, a file box could be used for each member's information. This page should be sent to the new council when a member moves. When the member dies, this page should be transferred to a separate binder or file for deceased members, noting the date of death and including death notices and funeral cards where available (see "c" below).
- b. **Past Presidents:** Each past president is encouraged to write two or three pages outlining the highlights of her term as president. These highlights become valued historical notes for future council histories. There should be a photograph of the past president and of the executive.
- c. **Deceased Members:** When the council keeps a page record of each member (as indicated in "a"), the page will be kept in an archival binder, alphabetically or by the year of death, to be determined by the council. This file can be in addition to or as part of the *Book of Life*, in which the names of all deceased council members are kept.
- d. **Minutes:** Past minutes are archived after six years. They should be retained in **dated** binders or files. These minutes are a **permanent** record of council activities and must be kept forever! (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.)
- e. **Motions Books:** A motion book should be kept in an active file by the secretary for six years and then placed into an archival motions binder for historical purposes. Standing motions are retained in the active file until a motion is made to rescind that particular standing motion when it will be placed into the archival motions binder. Standing motions may be amended and as amended are kept in the current motions book.
- f. **Annual Reports:** Annual reports of the council and standing committee chairpersons are kept by the secretary for six years and then retained in an archival binder for reference and indexed by the year the report was given.
- g. **Resolutions:** Resolutions initiated or adopted by the council are kept until the resolution has been acted upon and resolved. The resolution and brief only then will be placed in the archives.
- h. **Miscellaneous Archives:**
  - list of presidents, spiritual advisors, addresses, terms in office, dates
  - list of the council's executive for each year
  - list of recipients 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