

## ARCHIVES

### Location

A locked filing cabinet on church property or in a secure facility at the diocesan archive's location. Keep separately from other diocesan files.

### Updating and Indexing Archives

Update and review archives every two years. Maintain an inventory of archival materials. Keep three copies of the inventory: one with archival files, one kept in the past president's archival file and one with the current president and noted in the minutes.

### Filing Information

Large, three-ring binders and acid-free folders of large envelopes are best to preserve historical information.

Photograph albums with names, dates, location and occasion noted are invaluable. Use an acid-free pen on acid-free paper or typewritten information.

All information should include names, publication and the date.

Computer discs may be used but all information stored on discs should be committed to acid-free paper as well.

Accounting records (ledgers only) are retained and may be placed in archives after five years (kept permanently). Cheques and receipts are kept for five years and then destroyed.

### Contents of Binders or Archival Files

**Members:** Councils should set up a binder with a page for each member, including the year she became a member, offices held, 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.

**Past Presidents:** Each past president should write two or three pages outlining the highlights of her term as president accompanied by a photograph of the past president and of the executive.

**Deceased Members:** A *Book of Life* records the name of each deceased council member and includes the page from the member binder.

**Minutes:** Past minutes are archived after six years, retained in dated binders or files and 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 archiving.

**Motion Books:** A motion book should be kept in the archive 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 in the archival motions binder. If amended, standing motions are kept in the current motions book.

**Treasurers' Ledgers:** Accounting records (ledgers only) are retained and placed in archives after five years (kept permanently).

**Annual Reports:** Annual reports of the council and standing committee chairpersons are kept by the secretary for six years then retained in an archival binder for reference, indexed by the year the report was given.

**Resolutions:** Resolutions initiated or adopted by the council are kept until the resolution has been acted upon and resolved. Only the resolution, brief, works cited, and action plan will be placed in the archives.

### Miscellaneous Archives:

- † list of presidents, spiritual advisors, addresses, terms of office, dates
- † list of the council's executive for each year
- † list of recipients of awards, maple leaf service pins, other pins with the date of presentation
- † list of life members, honorary life members, addresses and year awarded
- † correspondence of historical interest, i.e. letters to/from church, political leaders, congratulations, anniversary documents, plaques, special services, etc.
- † special projects (with financial info)
- † copies of council newsletters
- † record of the charter, dates, names of charter members

## Additional Information for Archiving

### Set Up the Files:

† Complete and accurate executive and general meeting **minutes** (preferably the approved and signed versions) are the official records of the council's work.

† Other key items: council charter and list of charter members, membership lists, annual reports, annual financial statement or summary, council policies, special events programs, council newsletters, significant pieces of correspondence...

† Subject files, organized alphabetically by topic (organized by date within each file)

† Index of the files

### Gather:

League archives from all members, especially the officers after every two-year term.

### Keep:

† Anything the council created with print copies of electronic items.

† Photographs, scrapbooks, etc., labelled with dates, events and names of people in the pictures and newspaper clippings should be photographed to circumvent the disintegration of the newsprint.

† Selected information from other agencies that pertain to the work of or has content about the League or a member.

† Annual financial statement/summary and selected financial artifacts that could become historically significant.

### Discard:

Duplicates, materials from other agencies if they have their own archives, and the accounting records (receipts, cheque stubs) that are more than five years old.

If in doubt, **KEEP IT!**

(*National Manual of Policy and Procedure*, Appendix 5: Archives Guidelines..., Pages 202-204)

### Archives:

Accurate records are basic requirements for writing any true history, and this should include the preparation of archives.

For The Catholic Women's League of Canada, archives are the complete records of the organization: minutes, accounts, correspondence, *Constitution & Bylaws*, handbooks, manuals, and all items used in the administrative work of the League are kept for reference or research.

Specific archives of national council are located in the national archives, Ottawa, the Manitoba provincial government archives, Winnipeg or in the national office.

## PAST PRESIDENT



### DUTIES of the PAST PRESIDENT

† be responsible for the archives and history of the council

### Archival Tips:

The passing on of history and tradition gives members a sense of pride and importance in belonging to the League.

The past president should:

- † prepare an archival index of all materials
- † arrange for the safe storage of archival material
- † preserve the council history through scrapbooks, photograph albums and minutes.

