|  |  |
| --- | --- |
| **Committee Name** | Archives & History |
| **Approval Date:** |  | **Latest Revision Date:** ***(To Be Reviewed Annually)*** | 8-20-20 |

Goals

* Ensure significant data regarding the section is preserved
* Document and maintain significant data regarding the activities and membership of the Nebraska Section for future record or use.

Committee Membership

* Committee membership is generally comprised of Past Presidents and/or those who volunteer to serve on the Committee.

Timeline / Deadline

|  |  |
| --- | --- |
| **First Board Meeting of the Calendar Year** | * Have a committee roster by first board meeting (preferably by November Annual Conference of previous year). Begin assembling historical or data (including photos) of interest from the board and committee to be kept for the previous and upcoming year.
 |
| **Between Fall Conference and the End of the Year** | * Assemble and store information provided by the board and committees. Data to be stored electronically where possible with paper material boxed and secured into storage. If a budget is needed a request must be submitted to the board.
 |

Deliverables / Activities

* Meet as needed to monitor, collect and or determine what, where & how data is to be stored.
* On occasion provide presentation on history of section if requested.

Standard Procedures

* Work with Section Board and other Committees to determine what documentation, data, awards, and other information which may be ~~is~~ historically significant.
* Work within the Committees to ensure information is properly stored.
* Provide historical information as requested to the Section’s Board, Committees, and general Membership regarding relevant anniversary years or dates, documents, publications, banners, or other stored information which details timelines and/or history of the section.
* Proudly serve as “Keepers of the Keys” to the Section’s history or lore.

Supporting Materials

* Past and current documentation or data in storage or in minutes to be collected and stored in paper or e-storage.

Applicable Policy Numbers

* None at this time.