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ARCHIVAL MATERIALS

(approved 11/98; 10/10; 4/13; 9/17; 11/20)

SECTION 1 ARCHIVAL MATERIALS DEFINED: Archival materials shall be defined as meeting agendas, minutes, treasurer's reports, audits, tax returns, and letters sent on corporation letterhead that are deemed significant to the organization as determined by the executive director in conjunction with the president. In addition, a file of the corporation's publications shall be maintained by the office staff for purposes of distribution based on individual membership requests.

SECTION 2 MAINTAINENCE: Meeting and letter archival materials shall be the responsibility of the executive director of the corporation. The executive director shall be given the authority to cull correspondence to only that which is significant historically.

SECTION 3 REQUESTS FOR ARCHIVAL MATERIALS: Copies of archival materials shall be made available to the membership upon written request to the executive director. A fee commensurate with copy cost, time and mailing will be assessed.