

## BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administrative Business

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### PURPOSE

To tell the story of Blessed Sacrament Catholic Women's League in Amherstview, Ontario by means of archived materials.

### POLICY

Appropriate archived materials will be collected and stored according to the Ontario Provincial Council of the Catholic Women's League of Canada's *Manual of Policy and Procedure, Section 2.2, Archives Policy*.

### PROCEDURE

1. Archived documents and memorabilia are located at Blessed Sacrament Church in Amherstview, Ontario.
2. Archived materials may be retained as paper ("hard") copies or as electronic copies stored on a portable storage device.
3. The Past President has responsibility for cataloguing council materials that are archived. This catalogue is reviewed and updated at the end of each term of office.
4. The Past President will determine new materials to be retained for the archives before the completion of her term.
5. Archived materials must include, at a minimum:
  - a. Original minutes of executive and general meetings, provided for the archives by the Secretary at the end of her term (retained indefinitely);
  - b. Motions Book / summary of motions, prepared by the Secretary at the end of her term;
  - c. Financial materials (retained for seven (7) years);
  - d. Correspondence of historical value;
  - e. Annual General Meeting booklets;
  - f. Policy and Procedure Manual;
  - g. Policy Manual Annex of Procedures;
  - h. Newsletters published by the council;
  - i. 5-year council histories as prepared for Diocesan records;
  - j. Listing of Presidents, award recipients and deceased members.
6. Additional archived materials may include:
  - a. photos and photo albums;
  - b. media reports related to the council (e.g., newspaper articles, website reports);
  - c. promotional materials for the council (e.g., brochures, bulletin inserts, poster boards).