ARCHIVE COMMITTEE REPORT

UPDATE AND ADDENDUM TO THE JUNE 2017 REPORT

Since June 2017, the following actions have been taken:

* An Archives Committee has been formed and has communicated electronically
* Efforts are being made to fill in the gaps in the existing Archive. There is still lots of work to do to capture as many records as possible from the years 1996-2016. Specific recommendations were made in the June 2017 report
* An initial appeal has been sent to the officers who served from 1996-2016 to collect their CVs and photographs for the biographical file. This needs to be enhanced by including other IASSW leaders. Suggestions are welcome.
* Materials from the IASSW Archive have been used to create materials to celebrate the IASSW 90th anniversary at this Congress. Rashmi and Lynne created two posters, a slide show, and a handout of 90 years of highlights for the IASSW booth.
* With assistance from Archivist Linnea Anderson and Secretary Barbara Shank, we have developed a draft of a “Records Retention, Archiving and Destruction Policy.”

Board Actions Needed:

1. The Board needs to develop and adopt a Records Retention, Archiving and Destruction policy. This has been advised by the association’s accountant and the Archivist at the IASSW Archive. A draft has been prepared for discussion and is attached.
2. Records maintenance and archiving should be included as a duty for each officer and strongly urged for committee and project chairs. We could develop procedures to ensure that this occurs, such as orienting new chairs/officers and formally requesting records at the end of terms of service.
3. I recommend that we agree that records to be archived include important communications between officers, officers and board members/committee members/ and communications with external groups. Electronic communications can and should be archived. These include conversations about important issues, including those that may be controversial. (Note: records can be temporarily closed for a specific period of time).
4. We need to identify who will be responsible for storing records (financial and legal) that must be retained for specific periods of time. (This is not the responsibility of the archives committee).
5. A small budget should be requested to reimburse officers and members for costs of shipping records to the archive.

Submitted by Lynne Healy, Chair, Archives Committee