

ARCHIVES

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for the Archives which is housed at a commercial records center or maintained electronically on the chapter website.

II. ORGANIZATION

A manager appointed by the Executive Vice President will head the Archives Committee. The manager will report directly to the Executive Vice President.

III. GUIDELINES

Meet with the former manager to obtain records and discuss duties and responsibilities.

Appoint additional committee members as necessary.

Prepare the objectives, goals and budget for the year.

Manage the functions of the committee.

Submit status reports and recommendations to the Executive Vice President for reporting to the Board of Directors if unable to attend meetings.

Attend the monthly Board of Directors meetings as necessary.

Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES - ARCHIVES

Obtain access to the electronic listing of all ARMA Houston Chapter records stored in offsite storage, the current retention schedule, all database files and listing of any checked-out boxes from the outgoing Archives Manager.

Obtain records for storage from the Secretary at the transition meeting. Records collected should be from the year previous to the ending fiscal year. (i.e., In June 1995 the 1993-94 fiscal year's records should be collected, the 1994-95 records should be retained by the incoming vice presidents/managers).

Prepare records for storage.

Using the retention schedule, box records with common destruction dates together.

Label all boxes with the barcode labels provided by the storage vendor. Include the inventory for each box on the spreadsheet stored electronically on the chapter website. Enter the inventory by utilizing the storage vendor's software (Iron Mountain Connect), completing all required fields.

Checkouts - a board member should initiate Checkout requests. All box checkouts will be performed electronically via Iron Mountain Connect. Boxes should be checked out in complete containers not by individual file folders. Requesting committee should incur delivery charges. Reminders of checked out boxes may have to be sent periodically.

Returns - Returned boxes should be checked against the box transmittals to determine if all the contents were returned. If contents are missing, contact the person that had checked out the box to obtain the material. Return all boxes to offsite storage electronically through Iron Mountain Connect.

Destruction - Prepare destruction notice. Submit notice to Executive Vice President for board approval and the Secretary's signature. Upon approval, request destruction by the records storage company through Iron Mountain

Connect. The record storage company will provide a certificate of destruction to be uploaded and retained electronically on the chapter website.

Reporting - A status report should be prepared monthly and submitted to the Executive Vice President. The report should include all activity of chapter records in storage indicating records received and checked-out. The report should also contain a list of committees that have not turned in records. The Executive Vice President will request the assistance of the respective vice presidents to obtain the records.

Coordinate the collection of records with the Secretary and incoming Archive Manager. This should begin before the Transition Meeting so as the collection may take place at the meeting.

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VII. ATTACHMENTS [need to upload to website]

CURRENT RETENTION SCHEDULE

LISTING OF RECORDS IN STORAGE