

## **Fylde Decorative & Fine Arts Society**

### **Archive Policy**

#### **Objectives**

To preserve an historical resource of legal, administrative, and social activities documents/images to assist research into:

- Legacy and history of the Society
- Reference to past practice
- Provide continuity and aid the transition process to those taking on new roles
- To assist in future planning and grant applications
- To meet legal obligations, such as those defined by NADFAS

NADFAS recommends the following items for archiving:

- AGM minutes and committee minutes since inauguration
- Programme cards and newsletters since inauguration
- Financial records for seven years (this is a legal requirement)
- NADFAS House correspondence for three years
- Other important correspondence for three years
- Any interesting memorabilia, such as photographs relating to important events or projects.

Executive Committee members and Team Leaders to be responsible for identifying items of value and sending these items to the Archivist.

#### **Storage**

- Paper items to be stored in clearly marked waterproof boxes, housed in the storage facility. These include accounts, annual reports, newsletters, correspondence, brochures, lecture notes, invitations, programme cards, any other in-house promotional material, newspaper and other news items, and any other documents that chronicle the activities of the Society. Items preferably to be printed on A4 size paper in black ink.
- Electronic documents to be saved on Fylde DFAS Dropbox (exceptions are collections of images). These include accounts, membership lists and PDF files of all materials listed above.
- Large collections of images (such as those created for heritage projects, artworks submissions by schools for YA events, etc) to be saved on labelled flash drives and stored at the facility. For longer-term, ongoing projects, drives to be replaced by an updated version every six months.
- Photographs of lectures, events, trips, etc to be saved on Fylde DFAS Flickr account.
- Email archiving

#### **Data Protection**

A need to be mindful of Society's *IT and Data Protection Procedures and Protocols* policy, in particular:

- Documents containing personal information should not be retained longer than judged necessary.
- Confidential documents should be securely disposed of (shredded) when no longer required.

Pam Foster  
Pat Corless  
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