



## **Archiving Policy**

### **For Branches**

- A list of all members using full first name and surname with date of joining WAB and birthday date (year necessary if over 80).
- Years of financial membership (eg Mary Jones 1995 – 2001)
- Minutes of first meeting.
- Minutes of other special meetings at discretion of the branch members.
- Scrap books and photo albums, but only if the majority of cuttings and photos have been dated and individuals named
- Club banner
- Club annual reports (President's and Checked Treasurer's)

**It is recommended that records be safely stored by a designated club member. Endeavour to keep all material vermin free and protected from fire**

### **When a Branch is Closed**

**In addition to the above list (but please be selective with photos in albums)**

- Minutes of last meeting
- Last financial report showing the dispersal of any remaining bank funds, with a receipt or other documentation.

This material can be donated to a local Museum, informing the WAB Historian of its whereabouts.

OR forwarded to the WAB Historian.