WOMEN IN AGRICULTURE AND BUSINESS OF SA INC.	
ARCHIVING POLICY	*Effective Sept 2022*

STATE	
Minutes	AGM and General Meeting Minutes
Correspondence	In and Out of Historic significance
Grants/Sponsorship	Applications and relevant correspondence
Membership	Member names (full first names and surname) birth date, address, contact details (phone and email), date of joining, awards received, ACWW Membership
Directory	• Management Team, Portfolio Holders, Regional Co-ordinators, President, Secretary and Treasurer name, address, contact details, phone/email • Branch details: Branch Name, meeting day and time, number of members, Regional Co-ordinator
State Conference/Gathering	Conference/Gathering Report, Planning correspondence, Program, Attendance records
Annual Report	WAB President's Report including Theme, Country of Study and Project, State Conference, Regional Conferences, Sponsorship and Supporters: Treasurer's Audited Financial Report: WAB Awards and Membership: Portfolio Holders Reports: Delegates Reports: Management Team photo, WAB Vision, Mission and Aims and Objectives
Map	Printed annually (or change of status) indicating active Branches with date
Financials *Retain for 5 years*	Budgets, Financial Statements, Bank Statements, Accounts/Receipts /Internet banking slips/Cheque books/pay-in books Sponsorship details/ Relevant Banking correspondence
Media	Photos and articles secured into scrapbook or on USB Names of persons -date-event-location to be included with photos and articles
Banners	State Banners
BRANCHES	
Minutes	AGM and General Meeting Record day/month/year, time and location

	Meeting • Attendance details (Membership)
	             • Financial Report
	             • Correspondence – include essential detail in Minutes or retain historically significant correspondence
	             • Activity/Guest Speaker report

Annual Reports	President and Treasurer Reports to be retained for archiving
Membership	Member names (full first names and surname), birth date, addresses, contact details (phone and email), date of joining, awards received, ACWW M/ship
Awards	Retain membership records of Awards received
Programs	Branch program
Financials **Retain for 5 years**	Financial Reports Bank statements/ Internet banking slips/Accounts/Receipts Cheque books/pay-in books Sponsorship details/ Relevant Banking correspondence
Media	Secure Photos and articles into Scrapbook and/or store on USB Names of persons-dates-event-location details to be noted
Banners	Branch Banner to be stored safely with Branch records
Branch Closure	Copies of the final Meeting Minutes, Financial Report and Bank Statement showing the dispersal of remaining bank funds with documentation of transactions is to be forwarded to the WAB President and Management Team

WAB DELEGATES – STATE AND BRANCH	
Reports	To be submitted by Delegate to WAB Management Team/Branch following event. Title of Report (event attending), Event Date (day/month/year), Author (name of delegate), Date of Report (day/month/year).

GENERAL	
Annual task	AGM or other designated time of the year.
Records	To be sorted in date order and relevance to history of organisation and branch
Retain	Only essential information on computer & save to USB
Print	Hard copies for archiving
Computer records	Format for printing on A4 paper (no gaps/details beyond boundaries) Include following information: ✓ Headers – sufficient information to identify document ✓ Page numbers – eg. 1 of 2 is most useful ✓ Dates eg. 2021-2022
Banners	State and Branch to be retained

- All WAB records to be stored in a safe and vermin free location and protected from fire
- Branch records to be archived at a recognised historical records facility within the branch region
- Branches to report to WAB administration the location of their records and details of annual archiving
- Dates to be recorded on all documents – maps, policies, membership lists etc
- WAB Management Team records to be held by Historian or WAB President until lodged in State Records

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July 2022

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