



The Vermont Society of Sons of the American Revolution

Records Management and Preservation

BACKGROUND:

The **Official Records** of an organization are those historical series of documents and objects meant to support the mission and purpose of the organization. As such, **Official Records** and **Other Records** of the Vermont Society of Sons of the American Revolution (VTSSAR) warrant being managed by the adoption of a standard set of policies and procedures.

DEFINITIONS:

By definition the **Official Records** of the VTSSAR are the original records produced by its Officers, Boards, Committees, Committee Members, National Trustees, Delegates or Agents in the course of the operation and functioning of those Officers, Boards, Committees, Committee Members, National Trustees, Delegates or Agents while serving for or on behalf of the VTSSAR or any of its subcomponents or elements.

The **Official Records** of the VTSSAR are, but are not limited to, the originals or original file copies of the following: (1) announcements, notices, warnings and memos for general distribution; (2) audio and video recordings; (3) officer, committee chair, editor, webmaster, trustees, delegate and agent calendars and appointment books; (4) all internal and external correspondence, memos, notes, certificates and awards; (5) all data generated in non-traditional form (magnetic, optical, microfilm, etc.); (6) directories, membership lists, rosters and surveys; (7) equipment and software manuals used for Society purposes; (8) financial records (budgets, expense accounts, ledgers, journals, accounts receivable and payable, check registers, bank statements, deposit forms, investment reports, special reports, Internal Revenue Service reports, Corporation reports, etc.); (9) Forms, samples and specifications for stationary, fiscal reports, dues notices, filed reports, ballots, surveys, etc.); (10) gift, grant and donation applications, agreements and acknowledgments; (11) graphic materials (photographs, negatives, slides, silent and sound motion pictures, posters, broadsides, drawings, paintings, etc.); (12) legal documents (Articles of Incorporation, Constitution, By-laws, Tax Exemption Certificates, legal opinions, judgments and orders, will and legacies, deeds, titles of ownership, etc.); (13) maps, plats and archaeological surveys; (14) meeting and special activity materials (agendas, minutes, reports, invitations, programs, auxiliary (supporting) documents, etc.); (15) membership meetings, joint meetings with other organizations, other program meetings and events, workshops, etc. materials (announcements, agenda, handouts, press releases, ballots, presentation papers, etc.); (16) operations manuals and job descriptions

for VTSSAR Officers, other elected officials, Committees, appointees, etc.); (17) personal records (biographical information about officers, elected officials, chairpersons, authors, editors, members (current and past), candidates to office, candidates to membership, meeting presenters and other guests, etc.); (18) program and special event materials (all related documentation including but not limited to announcements, press releases, education materials, evaluations, etc. (financial records relating to program and special events are included in item # 8 above); (19) materials pertaining to publications (both hard copy and electronic) sponsored by and/or marketed by the VTSSAR (includes materials required to assemble and produce publications. Samples of the publication are included by exception. Financial records relating to publication production, distribution and sales are included in item # 8 above.); (20) genealogical records, forms and notes, including draft and record copies of membership applications and supplemental recordings; (21) Regalia (three-dimensional such as Identification Tags, commemorative badges and pins, framed art, record books, sculptures, models, samples, etc. (collections of SAR memorabilia and publications, other than VTSSAR produced or related memorabilia and publications, are excluded); and (22) scrapbooks, albums and clipping files relating to the VTSSAR, its projects and programs, and/or its members VTSSAR activities.

The **Other Records** of the VTSSAR are every item, other than the Official Records defined above, which are produced or used by its Officers, Boards, Committees, Committee Members, National Trustees, Delegates or Agents in the course of the operation and functioning of those Officers, Boards, Committees, Committee Members, National Trustees, Delegates or Agents while serving for or in behalf of the VTSSAR or any of its subcomponents or elements.

ACTIVE RECORDS MANAGEMENT:

The **Official Records** of the VTSSAR shall be maintained and transferred as follows:

- The **Secretary** shall be the custodian of the **active Official Records** of all VTSSAR Officers, the Board of Directors and auditors, except for the Treasurer, Registrar, Editors and Webmaster. In this regard all incoming original documents and objects shall be filed with the Secretary immediately upon receipt or in the case of email not copied to the Secretary shall be immediately forwarded to the Secretary electronically or otherwise. Similarly copies of all outgoing documents and objects shall be immediately copied to the Secretary. Electronic formatted documents shall be maintained and stored electronically with a back-up stored on a Compact Disk (CD).
- All VTSSAR **Committee Chairmen** or their duly appointed Committee Secretaries, the **Treasurer, Registrar, Editors, Webmaster, Trustees, Delegates,** and all other **Agents** shall be the custodian of the active Official Records of their respective Committees and Offices. In this regards incoming and outgoing documents and objects shall be processed and handled in the same manner as that set forth for the VTSSAR Secretary as noted above.

- All VTSSAR Officers, Committee Chairman, Committee Secretaries, Agents and other Official Records Custodians shall immediately transfer the Official Records of the VTSSAR that may be in their custody at the time of their departure from their respective former positions to the VTSSAR Secretary or to their successor if then having been duly appointed or elected and installed.
- All **Official Records**, except those of the Medals and Awards Committee and the Registrar maintained on current members of the VTSSAR, having been generated during any one calendar year having reached the age of two years past the end of their respective year of generation shall be deemed to be not active and shall be transferred by their respective custodian to the Records Preservation Committee for processing as noted below.
- All Official Records generated by a Temporary Committee, upon the termination of that Committee, shall be transferred to the Records Preservation Committee for processing as noted below.

The **Other Records** of the VTSSAR shall be:

- Maintained, preserved and protected by its holder (custodian) while serving as an Officer, Member of the Board of Managers, Committee Member, Trustee, Delegate or Agent of the VTSSAR.
- Transferred by its holder (custodian) to the Records Preservation Committee upon retirement, resignation or otherwise when he ceases to function in the capacity as an Officer, Member of the Board of Managers, Committee Member, Trustee, Delegate or Agent of the VTSSAR, except as follows: **Other Records** of the VTSSAR may be maintained by the former officer, Member of the Board of Managers, Committee Member, Trustee, Delegate or Agent of the VTSSAR for personal purposes upon: (1) submission to the Records Preservation Committee of an acceptable catalogue of the records proposed to be retained and a plan for disposal of the items permitted to be retained until they have served the personal purpose for which the request is made and the permit is to be granted if approved, (2) the positive determination of the Records Preservation Committee that such records are indeed duplicate copies of records already maintained or destined to be maintained in the VTSSAR archives, and (3) the Records Preservation Committee makes an affirmative documented decision on each item that they permit the requester to retain until its proper disposal and that notice of that their decision is reported to the Board of Managers for their confirmation. A failure of the Board of Managers to act upon any such notice at their next scheduled meeting constitutes a confirmation of the Records Preservation Committee decision on the said request.

No **Official or Other Record** of the VTSSAR held by an Officer, Member of the Board of Managers, Committee Member, Trustee, Delegate or Agent of the VTSSAR shall be

released in anyway, shape or form (its whole, by bit or pieces) nor shall the record's contents in any manner or form be released to public use without approval of the VTSSAR Board of Managers.

RECORDS PRESERVATION COMMITTEE:

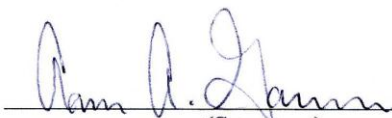
The VTSSAR Records Preservation Committee, as heretofore been created by the President of the Society under the authority vested in him, is chaired by the VTSSAR Historian/Archivist with its members being those that may be appointed by the President from time to time and as they serve at his pleasure.

The Records Preservation Committee shall convene from time to time at the call of the Committee Chairman to timely process all the Official and Other Records of the VTSSAR that have been transferred to it by screening for and purging from those records the ones having no enduring historic value and the needless duplicates. All VTSSAR records determined by the Committee, consistent with the definitions stated above, which are by those definitions of an enduring historic value, shall be separated into those twenty two (22) categories as defined, catalogued within existing acceptable archival library finding aid practices and procedures, and then transferred to the state of the art environmentally controlled Records Archive within Vermont that has been approved by the Board of Managers to receive, manage and preserve the VTSSAR collection consistent with the contents of a written agreement entered into between the two parties. The contents of this said agreement shall be a part and parcel of these policies and procedures upon their approval by the VTSSAR Board of Managers and an appropriate official representing the facility selected for receiving the VTSSAR collection.

RESPONSIBILITIES OF OTHER PERSONS:

The Other Records of the VTSSAR maintained under permit of the VTSSAR by a present or former officer, Member of the Board of Managers, Committee Member, Trustee, Delegate or Agent of the VTSSAR for personal purposes shall be destroyed or otherwise disposed of, consistent with the conditions of the permit issued by the VTSSAR Preservation Committee, by the retaining person once such purpose(s) cease to exist or by his executors or administrators when deceased.

Approved and Adopted By the Board of Managers July 22nd, 2010
(date)

ATTEST: 
(Secretary)