



Archive Policy

(Adopted February 16, 2011)

(Reviewed October 7, 2013)

This policy defines the archival records that will be identified as relevant and reflective of the work of the League of Women Voters of Greater Las Cruces, New Mexico. The procedures for acquiring, maintaining, and storing data will also be identified.

The archives should contain local records of value to the League of Women Voters of Greater Las Cruces and its work in the community of Doña Ana County. Information from the League of Women Voters of New Mexico or United States need not be kept unless directly relevant to the Greater Las Cruces League.

Archival items are listed as follows:

- Annual Meeting agendas, minutes and reports
- Board Agenda and Minutes with relevant document attachments
- Board Policies and Procedures
- Bylaws
- Correspondence
- Financial Records that include annual budget, monthly Treasurer's reports, year-end financial reports and reconciliation of account certification letters
- Membership Lists that include a copy of the annual Membership Directory
- Newsletters
- Newspaper Articles on Local League Activities
- Position Statements including background and support papers
- Voters' Guides, Who's Who, and election materials
- Anything else of importance to the local League

Procedure

At the first meeting of a newly elected Board, an archivist shall be appointed. This person will serve a one-year term with the option of continuing on for succeeding terms if Board members so desire. If not a Board member, the archivist's name will appear on the Board rosters to ensure that members know to whom the records will be sent.

Board members and committee chairs are responsible for passing on relevant records for storage. When new Board officers, directors or committee chairs take office, the outgoing and incoming individuals should go through the current files together, sorting and filing archival materials and disposing of out-of-date materials, especially that from state and national League offices. Ongoing projects passing from one officer and director to another will be maintained in the files of the current office holder.

League records are stored at the New Mexico State University, Branson Library, Archives and Special Collections, 1304 Frenger Mall, (575) 646-6362. In the absence of an archivist, the Board may arrange to have all past year files assembled for storage and taken to the library as a group. If there is an archivist, the Board members will submit the past years files to the archivist, who will check them to see that the record collection is complete and will remind those who have not submitted their records to do so. The librarian at Branson Library maintains an inventory of the League's current archived files. Each time new material is submitted to Branson Library, an inventory must be sent along with the documents. All League members have access to records at the Branson Library.

Archived records at Branson Library are gradually being converted to electronic format. Organizations are requested to continue submitting documents in paper format so as not to cause difficulty for the conversion program being used by Branson Library.