

ARCHIVIST

The Archivist is the primary custodian of the NYSOMOTC's permanent records and memorabilia. They are responsible for determining the historical value of individual files, safely preserving the materials, maintaining a record of materials archived and assisting those who request items on loan.

Storage: Materials should be stored in plastic containers (with lids), in a cool, dark place for best preservation. Items such as awards, those made of fabric, wood, etc. should be appropriately wrapped to prevent deterioration or water damage.

Organization of Materials: Files and other historical records should be organized in the storage containers to provide easy access and retrieval. Supplies may be purchased with the approval of the President.

- Maintain a master list of all the materials and their location in storage. Materials temporarily removed from the archives should be noted and their return to the archives noted, if given to someone other than the Archivist.
- The list is organized by type of material such as: awards, Minutes, Presidential Papers, Third Call packets, Program Booklets, Photos, etc.
- Determining Historical Value/Sorting: Old files [3 years or more] should be turned in on a regular basis by the Officers and Executive Board Members.
- The financial records from the NYSOMOTC General Fund, the Eleanor Siegel Memorial Fund and the Marie Simmons Scholarship Fund must be maintained for seven (7) years, as required by the IRS. The corresponding Treasurers retain the current year and the past two years in their files.
- If there are questions about the historical value of an item, confer with the President and whenever possible, Past Presidents who were in office at the time the item was used or the event occurred.

Photos: The Photographer provides a flash drive, with a compilation of all photos taken at the annual NYSOMOTC meetings. The flash drive is identified with the year and handed out at the Midterm Meeting.

Requests: Requests for information found in the archived records should be handled as quickly as possible. Inform the President of the nature of the request. Maintain a record of any items released (dates) and to whom.

Guidelines: The Archivist preserves the records, awards, photo albums, plaques and all other materials compiling the history of the NYSOMOTC since its inception.

- In addition to the Minutes of the annual meetings, preserve other records of business decisions made through regular or electronic correspondence.
- Certain business correspondence including personal comments or feelings expressed by the writer. While it is desirable to remove such items, due to the business matters involved, these papers should be retained.
- Some materials may be used for historical displays.

Procedure Manual: a hard copy of the current Procedure Manual is to be maintained for the Archives. Annual revisions are provided by the Procedure Manual Chair.

Newsletter Articles: are encouraged but not required.