



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Archives Policy

Responsible Board Member: Secretary

In-force Date: July 2024      Next Review: July 2028

## Purpose and Aim of the EAC/ACB Archives

1. To collect the chronicles, records, annals and documents of importance to Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. (EAC/ACB) and its Chapters
2. To categorize, catalogue, and file any documentation received either in paper or electronic format.
3. To store the EAC/ACB archives, paper and electronic, in a dry and secure location in accordance with best archival practices.

### Reports to Secretary

The EAC/ACB Archives are administered and maintained by the EAC/ACB Archivist, an appointee of the Board of Directors. The Archivist job description outlines the duties and timelines.

The Archives of Manitoba holds copies of some paper-based EAC/ACB archival documents—specifically, a copy of all Chapter newsletters, Embroidery Canada and some EAC/ACB Board meeting minutes, which date prior to 2005. These papers have become the permanent possession of the Archives of Manitoba. The files that the Archives of Manitoba hold are covered by their personal information privacy policy. Any member of the public may view these documents. Note that the Archives of Manitoba will no longer take files from us.

Documents are to be in electronic format. Electronic items must use either .pdf or .jpg format. The only paper copies of new items to be kept are government-type as required by the government, if any.

All submissions to the EAC/ACB Archives must contain the title and date of the document.

Any Officer, Director or Appointee to the EAC/ACB Board of Directors may send items to the EAC/ACB Archives for “off-site” storage when they deem it necessary.

# Recommended items to Submit for Archival Purposes

All members of EAC/ACB are encouraged to submit any information concerning EAC/ACB and any Chapter activities, including articles from local media and special projects in conjunction with local municipalities or other organizations.

- An electronic copy of any Chapter's By-Law revisions
- An electronic copy of the completed application submitted by new Chapters and any related documentation for any new Chapter formed
- Copies of documentation regarding any Chapter that is to be disbanded
- An electronic copy of the Agenda and Minutes of the Chapter Presidents Meetings - including Chapter Annual Reports.
- An electronic copy of any submitted Chapter's newsletter
- An electronic copy of each annual EAC/ACB Membership List and an annual list of Chapter executives
- An electronic copy of the minutes and any attachments of each EAC/ACB Board and Annual General meeting