



## **ARCHIVES POLICY**

**REPORTS TO:** Secretary

### **PURPOSE AND AIM OF EAC/ACB ARCHIVES**

To collect the chronicles, records, annals and documents of importance to EAC/ACB and its Chapters

To categorize, catalogue, and file any documentation received either electronically or in paper based form

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 Board meeting minutes which date prior to 2005. These papers have become the permanent possession of PAM. The files that PAM holds 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 format 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.

The EAC/ACB Archives (both electronic and paper based) are stored in a dry and secure location.

### **ALL SUBMISSIONS TO THE EAC ARCHIVES MUST CONTAIN:**

TITLE OF THE DOCUMENT and  
DATE OF THE DOCUMENT

### **WHAT SHOULD BE COLLECTED IN THE ARCHIVES FOR POSTERITY:**

All members of The Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. are encouraged to submit any information concerning EAC/ACB and any Chapter activities including articles from local media, special projects in conjunction with local municipalities or other organizations.

- One 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
- One electronic copy of the minutes and any attachments of each EAC/ACB Board and Annual General meetings
- One electronic copy of the Agenda and Minutes of the Regional Meetings - **including Chapter Annual Reports:**
  - i. One electronic copy of the annual List of Chapter executives
  - ii. One electronic copy of any submitted Chapter's newsletter
- One electronic copy of each EAC/ACB Membership List published semi-annually
- One copy of each edition of EAC/ACBs magazine *Embroidery Canada*
- One electronic copy of each quarterly newsletter published for Youth Embroiderers
- A copy of the final electronic reports at the end of each Seminar submitted from the Seminar Committee

Any Officer, Director or Appointee to the EAC/ACB Board of Directors may send documents to the EAC/ACB Archives for "off-site" storage when they deem it required.

The EAC/ACB Archivist is to submit a report to the Officer overseeing the Archives prior to each EAC/ACB Board meeting. All items will be collected by the Archivist through review of the minutes to know of items to be updated or obtained by Archives. All items will be gathered by the Archivist via the online depository being used and will not need to be sent to Archives.