



RECORDS MANAGEMENT PROGRAM

Records Coordinators and the Archives Transfer Calendar
Andy Steadham | Archives Specialist, Heritage Communications
Midwest Archives Conference 2015

ROTARY'S RECORDS MANAGEMENT PROGRAM GOALS

- Retain important records with operational, legal, fiscal, and/or historical value;
- Appropriately dispose of records that are no longer necessary for the proper functioning of Rotary or required by law;
- Ensure that each employee of Rotary knows what records should be retained, the length of their retention, means of storage, and when and how they should be destroyed;
- Identify and secure confidential and private information and data;
- Identify records that are of sufficient and continuing informational and historical value to warrant their transfer to and preservation in Rotary's archives.

ROTARY'S RECORDS COORDINATORS

- Assigned by manager of each business area
- Trained by records management team to:
 - Differentiate between a record and non-record
 - Identify records for which a business area is an owner of record
 - Use the retention schedule to determine retention and final disposition of records
 - Accurately complete a transmittal form to transfer items to archives

RECORDS COORDINATOR RESPONSIBILITIES

- Liaison to the Records staff
- Promote the Records Program to staff members in their area
- Coordinate records holds
- Propose changes to the retention schedule
- Train staff members in their area
- Coordinate off-site records storage as needed
- Ensure that historical records are transferred to Archives
- Coordinate and encourage participation in records clean up events

ARCHIVES TRANSFER CALENDAR

- Internal tool for archives staff
- Developed based on retention schedules
- Refined based on conversations with Records Coordinators
- Ensures regularly recurring records are transferred to archives
- Prompts archives staff to request materials not received
- Tracks receipt of records
- Documents the best time of year to request materials per Records Coordinators

ARCHIVES TRANSFER CALENDAR

| | | | | | | | |
|----------------------------|--|--|--|----------|------|-----|----|
| Meetings and Events | International Assembly Promotional Materials | Brochure, pins, USB drives | Moir will send 2 English copies to Archives right before the IA Promotion Committee meeting in March/April | 04 April | 2015 | No | No |
| Strategic Planning (ST) | Strategic Planning Committee Advance Memo | Advance Memoranda | Send when created | 04 April | 2015 | Yes | No |
| Communications Services | Communications Committee Minutes | Advance Memoranda | Send when approved; typically meets twice a year (April and September) | 04 April | 2015 | No | No |
| Financial Business Support | RI Finance Committee Advance Memoranda | Advance Memoranda | Typically meets twice a year (Spring, June and September) | 04 April | 2015 | No | No |
| Audit Services | Audit Committee Advance Memoranda | Advance Memoranda | Meets a year: Winter, Spring, Fall | 05 May | 2015 | No | No |
| Editorial Services | Rotary Leader | Online only newsletter | Published bimonthly. Retrieve from Design PDFs | 05 May | 2015 | No | No |
| Rotary Centers (EP30) | Peace Symposium Promotional Materials and Final Report | Brochures, program books, final report. Occurs every three years. | Send to Archives when created. | 06 June | 2015 | | No |
| Rotary International | Alumni Award winner booklets | Alumni Association of the Year Global Service to Humanity Award | Send to Archives annually; typically prepared before Convention | 06 June | 2015 | No | No |
| Corporate Governance | Board of Directors Minutes | Minutes; board typically meets 4 times a year | Send signed copies to Archives once approved; board typically meets 4 times a year | 06 June | 2015 | No | No |
| Corporate Governance | Code of Policies - RI/TRF | Compilation of policy-related decisions for RI and TRF | Send to Archives when created; board and trustees each typically meet 4 times a year | 06 June | 2015 | No | No |
| Corporate Governance | Trustees Meeting Minutes | Minutes | Send to Archives once approved; trustees typically meet 4 times a year | 06 June | 2015 | No | No |
| Investments | TRF Investment Committee Advance Memo | Advance Memoranda | Typically meets quarterly; download from Investment Committee workgroup | 06 June | 2015 | No | No |
| PolioPlus (PP) | International PolioPlus Committee Advance Memo | | Send when created | 06 June | 2015 | No | No |
| Club & District Support | Executive Decisions Related to Clubs and Districts | This information is not contained elsewhere. Includes change in name, locality, reinstatements, and terminations | Send spreadsheet to archives annually; typically finalized in July/August | 07 July | 2015 | No | No |
| Corporate Accounting | Treasurer's Report to the Convention | Online report, narrative with graphs that explains how well or poorly the company performed | PDF can be downloaded from website | 07 July | 2015 | No | No |
| Corporate Governance | Board of Directors Minutes | Minutes; board typically meets 4 times a year | Send signed copies to Archives once approved; board typically meets 4 times a year | 07 July | 2015 | No | No |
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ORIGINATOR

ARCHIVES TRANSFER CALENDAR

| | | | | | | | |
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| Communications Services | Communications Committee Minutes | Advance Memoranda | Send when approved; typically meets twice a year (April and September) | 04 April | 2015 | No | No |
| Financial Business Support | RI Finance Committee Advance Memoranda | Advance Memoranda | Send when approved; typically meets twice a year (Spring, Summer, Fall) | 04 April | 2015 | No | No |
| Audit Services | Audit Committee Advance Memos | Advance Memoranda | Send when approved; typically meets twice a year (Spring, Summer, Fall) | 05 May | 2015 | No | No |
| Editorial Services | Rotary Leader | Online only newsletter | Published bimonthly. Retrieve from Design PDFs | 05 May | 2015 | No | No |
| Rotary Centers (EP300) | Peace Symposium Promotional Materials and Final Report | Brochures, program books, final report. Occurs every three years. | Send to Archives when created. | 06 June | 2015 | No | No |
| Alumni Relations | Alumni Association Booklets | Alumni Association of the Year Global Service to Humanity Award | Send to Archives annually; typically prepared before Convention | 06 June | 2015 | No | No |
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| PolioPlus (PP) | International PolioPlus Committee Advance Memo | | Send when created | 06 June | 2015 | No | No |
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RECORD SERIES

ARCHIVES TRANSFER CALENDAR

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| Alumni Relations | Alumni Award winner booklets | Alumni Association of the Year Club, International Rotarianism Award | Send to Archives annually; typically prepared before Convention | 06 June | 2015 | No | No |
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DESCRIPTION, NOTES

ARCHIVES TRANSFER CALENDAR

| | | | | | | | |
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DUE DATES (MONTH, YEAR)

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| Audit Services | Audit Committee Advance Memos | | ing, Fall | 05 May | 2015 | No | No |
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REQUESTED, RECEIVED