

# **NCAMSS DOCUMENT/PHOTO ARCHIVE POLICY**

## **PURPOSE:**

The purpose of this policy is to establish and provide guidelines for the NCAMSS Board of Directors for storage and archival of the historical documents and photos of the NCAMSS meetings in an electronic and retrievable method.

## **NCAMSS DOCUMENTS TO BE STORED/ARCHIVED:**

The following items shall be made available to the Secretary of NCAMSS from each NCAMSS meeting and shall be stored on the NCAMSS webpage under the archive section on an annual basis:

- NCAMSS Scholarship Application/Recipient
- NCAMSS Host Agreement
- NCAMSS Vendor Application(s)
- Hotel Contract (if applicable)
- Meeting Notice/Registration Brochure
- NCAMSS Continuing Education Certificate
- Meeting Agenda
- Board of Director Meeting Minutes
- Educational Meeting Minutes
- Treasurer Report
- Meeting Attendance Roster
- Meeting Handouts (if possible)
- Post Meeting Evaluation Summaries
- NCAMSS photos

## **NCAMSS PHOTO ARCHIVE:**

The Historian shall be in possession of the NCAMSS camera and responsible for capturing NCAMSS photos over the course of their term of office. The Historian is responsible for taking photos and sending to the Secretary for uploading to NCAMSS website.

## **METHOD OF STORAGE:**

The methods of storage shall be by electronic means on the NCAMSS webpage.

## **METHOD OF RETRIEVAL:**

The method(s) of retrieval shall be in a method ensured by the NCAMSS Board of Directors, and in a retrievable manner on behalf of the NCAMSS membership.