



Recommendations on the Management and Disposition of South Carolina Federation Archival and Historical Records

April 27, 2020

Comment:

During the December 12, 2019 SC Federation Executive Board (FEB) and Chapter Presidents meeting, a directive was made for the Federation Historian to submit a recommendation as to the management, retention and disposition of archival and/or historical records. This recommendation is being submitted by the SC Federation Historian.

Background:

The SC Federation historical records today have become unorganized and very voluminous. Some historical records date back to the 1960's and many to the 1970's—80's. An effort needs to be put forth to logically access, maintain and minimize the amount of archival or historical records that are preserved. Accomplishing this will allow easier access to these records and make transfer from one Historian to the next more manageable.

Duties and Responsibilities of the SC FED Historian:

- Preserve and maintain, in a logical order, all required archival and historical records
- Produce said records upon request by the SC FEB or any member of the Federation
- Track and acknowledge chapter anniversary dates (i.e., 25 year and 5-year rules)
- Prior to annual Federation Conferences, provide to the President the identity of upcoming chapter anniversary dates for presentation of certificates
- In January of each CY, provide to the President a *Historian's Report*, which will highlight the accomplishments of the Historian over the past year

Definition:

For the purposes of these recommendations, *archival* and/or *historical records* could be defined as any record, document, paper, file, email, computer drive/disk, periodical, digital storage device, picture, certificate/award, news article or any like material not so named.

Listing of Archival/Historical Records on Hand:

The following archival/historical records are currently being maintained and stored by the SC FED Historian. All archival and historical records are being maintained in durable plastic containers and are hermetically sealed to guard against moisture and dust/dirt/pest contaminates.

Individual Files – Annual Federation Convention/Conferences:

--55 th 2019	--47 th 2011
--54 th 2018	--46 th missing
--53 rd 2017	--45 th 2009
--52 nd 2016	--44 th 2008
--51 st 2015	--43 rd 2007
--50 th 2014	pre-2007 (portions of several conventions)
--49 th 2013	
--48 th 2012	

Individual Files – Federation Executive Board (FEB)/Chapter Presidents meetings:

- FY 2011 – 2019 (multiple meetings per year)
- FY pre-2011

Individual Files - Various: (by actual titles)

- Instructions for Historian
- Charter Dates for Chapters
- Legislative correspondence and letters
- General Correspondence (2003-10)
- ECAC (Electronic Communication Advisory Cmte)
- Federation Database/Email/VFC Net Coordinator
- SC Federation By-laws
- Expense Reports

- Misc. Audits
- Misc. Correspondence
- Membership Summary Reports (M-110) – 2009
- Logistic Support Area (LSA) reports (L-103) – 2008

Individual Files – NARFE Form E-7's:

- 2004-2008
- misc. E-7s/pre 2007

Magazines/Newsletters/Quarterly's:

- NARFE Magazines
- NARFE Headquarters Highlights
- NARFE Recruiter Journal & Quarterly's
- SC Federation Newsletters

Digital Media:

- 3.5 storage disks (46)
- thumb-drive (01)

Picture Media:

- One (1) photolog (various pictures)

The following six (6) recommendations are submitted:

Report Recommendation: (1 of 6)

Utilizing NAFRE *Appendix B – Records Management*, retain, store and/or purge archival and historical records in accordance with this guidance...with modified retention records and periods, as set forth below (see Recommendation 2). *Appendix B – Records Management*, a NARFE National produced document, is appended as *attachment (1)* and is broken down into three file types with corresponding (recommended) periods of retention...permanent, 3-year and 1 year.

As a verbatim recap of *Appendix B – Records Management*, the following archival and historical records shall be permanently maintained and stored:

- Employee Identification Numbers (EIN)
- Minutes and committee reports
- Chapter organization background paper, i.e., charters, constitutions, by-laws and officer rosters/directories
- Photographs, newsletters, news clippings and select digital media
- Federation property reports
- Chapter property documentation
- Directory of Chapters (until superseded)
- Equipment inventory (as long as on-hand)

As a verbatim recap of *Appendix B – Records Management*, the following archival and historical financial records shall be retained for three (3) years:

- Bank Statements, money fund accounts, T-bills, CD's
- Checkbooks, cancelled checks and bank reconciliations
- Daily cash receipts and bank deposits
- Invoices, reports, vouchers
- Per Capita reports files
- Receipts and disbursements ledgers

As a verbatim recap of *Appendix B – Records Management*, the following archival and historical general correspondence shall be retained for one (1) year:

- General correspondence
- Committee reports (if not submitted for inclusion into SC FEB/Chapter Presidents meeting minutes)

Report Recommendation: (2 of 6)

In addition to the above, it is the recommendation of this report that these additional archival and historical records shall be permanently retained:

- SC FEB Annual Conference meeting minutes and program/agenda booklets
- SC FEB and Chapter Presidents meeting minutes
- Chapter anniversary documents and correspondence

- State government issued letters of commendation, appreciation and/or accomplishment
- Legislative correspondence

Also, in addition to the above-mentioned *Appendix B – Records Management*, it is the recommendation of this report that all SC Federation financial archival and historical records shall be retained for seven (7) years:

- All financial, fiscal, monetary and audit records

Comment: This period of retention is in contrast with the recommended period of retention for financial records. Appendix B recommends financial records be purged after three years. Due to Federal IRS and SC State Department of Revenue’s look-back rules, it may be more prudent to retain SC Federation financial records for seven (7) years.

A summary recap of these recommendations and associated retain or purge actions is provided as *attachment (2)*.

Report Recommendation: (3 of 6)

Provide below listed SC Federation archival and historical records to the Webmaster for review and possible inclusion onto the website:

- SC Federation Newsletters (prior to what is currently placed)
- SC FEB Annual Conference meeting minutes (prior to what is currently placed)
- SC FEB and Chapter Presidents meeting minutes (prior to what is currently placed)

The Webmaster will also have the opportunity to review all listed records to determine if any new website categories are deemed worthy to be posted which could be of possible interest to SC FED members.

Report Recommendation: (4 of 6)

Due to the importance of purging existing archival and historical records, both as a permanent loss and for prosperity purposes, the SC Historian will be tasked with presenting all actual records designated for purging to the FEB for a final review.

Report Recommendation: (5 of 6)

The SC Historian shall be tasked with constructing a notebook, or like paper-binder, which will house all relevant charters, certificates, letters, awards and any other paper documents of historical significance.

Report Recommendation: (6 of 6)

The SC FEB shall review the annual *Historian's Report*, produced each January, and make recommendation, changes, updates, modifications or other actions of retained or future archival and historical records, as deemed appropriate.

Report Conclusion and Status:

The SC Federation Historian respectfully submits this set of recommendations to the Federation President and Executive Board (FEB) for review and input. Any changes and/or recommendations which are made will then be incorporated into a final draft product for a floor motion to adopt.

Attachment(s):

- (1) NARFE Appendix B – Records Management
- (2) A Summary Recap of the Recommended Retain or Purge Actions of the Comprehensive Listing of SC FED Archival and Historical Records

Kevin E. Toevs

Kevin E. Toevs
SC Federation Secretary/Historian

END

APPENDIX B - RECORDS MANAGEMENT

Quick Reference Chart

Record keeping is important to the overall management of chapters and federations. Good management decisions depend on well-organized and complete record keeping. As leadership changes, providing sufficient records is critical for a smooth transition. Records should be kept for a specified time period, and periodic purging is recommended. Having in place a procedure for the proper storage of records is recommended.

This chart is a guide for current practices and includes standards that are accepted by NARFE. Records can be divided into three categories – One-Year Files, Three-Year Files and Permanent Records.

Records Management Schedule, Quick Reference Chart

	File Type	Maintenance Period	Comments
Permanent Records	<ul style="list-style-type: none"> ◆ EIN – Employer Identification Number ◆ Minutes and Committee Reports ◆ Organizational background papers (charter, constitution & bylaws, officers rosters) ◆ Photographs, newsletters, news clippings, audio/visual cassettes for historical purposes (or archives) ◆ Property Records (accountable property) audit reports, budgets and journals ◆ Record of chapter property (flag, banner, gavel, postal permit, etc.) ◆ Directory of Chapters* ◆ Equipment Inventory** 	Permanent *Until superseded ** As long as equipment is retained	
Three-Year Files	Financial Records: <ul style="list-style-type: none"> ◆ Bank Statements (investment accounts, money funds accounts, Treasury Bills, CDs, etc. ◆ Checkbooks, cancelled checks and bank reconciliations ◆ Daily cash receipts and bank deposits ◆ Invoices, reports, vouchers ◆ Per Capita report file ◆ Receipts and Disbursements Ledger 	Three years preceding the current fiscal/calendar year	IRS form 990, Organization Exempt from Income Tax. "Usually records that support an item of income, deduction or credit must be kept for three (3) years from the date the return is due or filed, whichever is later. Keep records that verify the organization's basis in property for as long as they are needed to determine the basis of the original or replacement property. The organization should also keep copies of any returns it has filed. They help in preparing future returns and in filing amended returns.
One-Year Files	General correspondence	Previous year and current fiscal/calendar year	Correspondence should be destroyed unless it contains historical information.
Committee Records	File folders	Two years, then screened for disposal or nonessential material prior to turning over to the incoming chairman	File folder labels should indicate: <ul style="list-style-type: none"> ◆ Subject ◆ Calendar/fiscal year ◆ Disposition instructions (one year, three years or permanent) Normally, the contents of a file folder should not exceed 1 ¹ / ₂ inches.

**A SUMMARY RECAP OF THE RECOMMENDED
RETAIN OR PURGE ACTIONS OF THE
COMPREHENSIVE LISTING OF SC FED ARCHIVAL AND
HISTORICAL RECORDS**

The following is a comprehensive listing of the SC Federation Archival and Historical records on hand as of this report date (as previously listed) and associated retain or purge recommendations. Individual files are listed by the actual titles.

Records/files highlighted in green will be retained. Everything else will be purged.

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--Instructions for Historian
--Charter Dates for Chapters
--Legislative correspondence and letters
--General Correspondence (2003-10)

Attachment (2)

- ECAC (Electronic Communication Advisory Cmte)
- Federation Database/Email/VFC Net Coordinator
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pre-June 2006 issues could go to the
Webmaster for posting before being purged)

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