



THE PROBUS CLUB OF BREAKFAST POINT INC. (Inc. 9895934)

ARCHIVE POLICY AND PROCEDURES

This policy applies to the archiving of records for the Probus Club of Breakfast Point Inc.

It is recommended that club records such as Minutes, membership lists and historical information be maintained indefinitely and financials kept for seven years. Clubs are at liberty to dispose of unnecessary items of correspondence once they have been recorded in club Minutes. For insurance purposes, attendance lists for activities should be retained for a period of 12 months. Probus Handbook

The Probus Club of Breakfast Point Club Archivist, with the Communications Convenor, will maintain the club records in both Google document storage and on an external drive.

The archive will consist of:

1. A set of Foundation records:
 - 1.1. Incorporation documents
 - 1.2. Standing Resolutions
 - 1.3. Constitution
 - 1.4. A list of Foundation members *
2. Policies and procedures, including any amendments subsequently made to Foundation documents.
3. Annual archives:
 - 3.1. Audited Annual Report
 - 3.2. Audited Annual Financial records and copies of returns to Fair Trading.
 - 3.3. Copies of General Meeting minutes
 - 3.4. Copies of Committee minutes
 - 3.5. Newsletters
 - 3.6. Annual Membership list* as at the end of the Probus Year (March).
 - 3.7. Annual Speaker schedule
 - 3.8. Any other memorabilia the Archivist wishes to include.

*To ensure member's privacy personal details will not be stored on Google documents.

4. Records to be retained by other Office bearers as part of their role:
 - 4.1. Finance Records to be kept for 7 years (Treasurer)
 - 4.2. Attendance lists for activities to be kept for 12 months for insurance purposes. (Outings Convenor and Groups Convenor)
 - 4.3. Annual Interest Group Activity reports (Groups Convenor)
 - 4.4. Dated versions of the website for future web managers. (Communication Convenor).

Archives Policy 6.02.2020