

ARCHIVAL OF HISTORICAL DOCUMENTS AND RECORDS

A. Purpose:

- 1) To set forth a policy for the conservation and archival of official and unofficial records and documents of historical value to the IAWP Foundation.
- 2) To preserve IAWP Foundation documents on compact disks for future use and research.

B. Policy:

- 1) The IAWP Historian shall be responsible for the archival of all official and unofficial documents and records of the IAWP Foundation upon compact disk.
- 2) The Treasurer may send a copy of all official IAWP Foundation correspondence, contracts, agreements, IRS tax filings and records, etc., to the Historian annually so that they shall be archived.
- 3) The Historian shall maintain all compact disks with IAWP Foundation information in a filing system that is indexed and easily accessible.
- 4) The Historian shall take precautions to protect all disks from harm or destruction.
- 5) Illinois State University shall be the official archivist for the IAWP Foundation. IAWP Foundation will retain the authorization to identify which documents are confidential and not for public access.

Approved 4/1/2004