



# **Rotary Club of Kingston Preferred Practices For Rotary Archives**

## **An important note for the users**

*The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.*

*Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.*

*It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Kingston nor the persons who have written this document will be held liable in any event.*

**Rotary Club of Kingston  
Club Service - Programs  
Preferred Practices for the Rotary Archives Committee**

<b>KEY FUNCTION OF THE ARCHIVES COMMITTEE</b>
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1. To protect the club's archives, including board minutes, Ramblings, financial statements, correspondence, rosters, newspaper clippings, pictures, plaques received, Rotary banners, and records of special events..
2. To organize the documents and electronic media so that information and memorabilia may be retrieved.
3. To prepare presentations from time to time drawing from our archives, to promote the club's history.

<b>AIM OF THIS DOCUMENT</b>
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The procedures and filing systems used need to be maintained over many years. To this end this document attempts to capture the systems in use at this time.

<b>PREFERRED PRACTICES</b>
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The written Archives are physically maintained at Queen's University Archives. They were organized in the summer of 2013 and still need to be catalogued (Oct 2015). They are therefore not available to the public but can be accessed by Archive staff. Inventoried at Queen's are minutes, Ramblings, financial statements (including annual audited statements), significant correspondence and documents concerning major events.

The rest of the Archives are kept in a dedicated room at Rotarian Glenn Warner's Capital Movers and Storage Warehouse, 56 Railway St. Kept there are our club banners, rosters, pictures, financial records (kept for seven years), complete board correspondence (kept for three years), plaques, our tent, and other non-paper materials. Access is by key, retained by the chair, secretary and sergeant-at-arms. There is also a sign-in procedure at the facility. This room is available to us at no charge.

**Rosters:** (Capital Movers site). The rosters for each year are kept in a box, filed in order by year, and kept in the safe at Capital Movers site.

**Pictures:** (Capital Movers site). We have found the most accessible and compact storage of prints is in plastic boxes with index cards separating the Rotary years. These are easily adaptable to inserting new-found pictures and are readily accessible. All pictures require information to be written on the reverse with date, location and names. A ball-point pen works best but care must be taken not to press as the indent mars the picture itself. Felt-pens and gel-pens have the danger of smearing on photographic paper. We have avoided placing pictures in photo-albums as newly-found pictures are difficult to insert, albums are bulky, and the plastic covering and glue can damage the pictures over time. Plans: we are planning to have Queen's Archives scan our pictures and index them according to the names of the persons pictured.

**Club Banners:** (Capital Movers site). All banners presented to the club are recorded on a database, noting the continent, country, club name, date received and donor. The banners themselves are kept in large-sized plastic trays with lids, stored as follows: Rotary International, USA (2), Canada, D7040, Great Britain, rest of Europe, Central America, South America, Africa, Asia, Australia and New Zealand. Six or seven banners are displayed on the head table at our weekly meetings.

**Dedicated Hard-Drive Storage:** The secretary keeps an external hard-drive on which we keep our Ramblings, board minutes, pictures (digital) from each year, and significant correspondence.

#### **SOME MISTAKES TO AVOID**

The biggest mistake in maintaining any archive is not to recognize and hold archival material as it is created. All material, especially pictures, need to be identified in such a way that, years from now, those with no context will know what they are and be able to find them.

The second mistake is letting slide the work of properly labeling and storing the archives as they are identified. Everything needs to have a place so that others can find and identify the archive.

Materials must be secured from damage, fire and theft. Towards this end, we are utilizing Queen's Archives (especially for our paper records) and a safe at the Capital Movers site.

#### **RISK MANAGEMENT**

The greatest risk is fire and water. Hence, we have acquired two safes, but neither is entirely fireproof. The oldest safe can not be locked (we don't have the combination) but there is a latch. It is probably very fireproof. The newer safe is secure but the door does not fit snugly. It is a gun-storage safe and does not have a high fire rating.

This Preferred Practice was compiled by: Rotarian Paul Van Nest  
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