

## ARCHIVES AND RECORDS POLICY

### **PURPOSE:**

To govern the systematic retention of **Inner-City Scholarship Fund** records to ensure the timeless preservation of historically significant documents and other materials that reflect **Inner-City Scholarship Fund's** origins and development and the activities and achievements of its Trustees, Committees, volunteers and staff.

### Definitions

- Records: include all official written or printed books, minutes, papers, letters, documents, maps, plans, reports, record books, committee files, financial records, and associated papers generated or received by **Inner-City Scholarship Fund** in the conduct of business. Also, included are media other than paper such as prints, photographs, microfilm, slides, motion picture film, audio and videotape, CD's, DVD's and machine-readable (electronic) records. Records are the property of **Inner-City Scholarship Fund** and may become archival material upon becoming "non-current".
- Archives (located at 1011 First Ave): the official depository for all non-current **Inner-City Scholarship Fund** records of permanent or historic value not required to remain with the originating or "current-user" office.
- Scheduling: (1) initially, the process of deciding or specifying the length of time a **Inner-City Scholarship Fund** record should be kept by the originating or current-user office; (2) secondarily, the process by which **Inner-City Scholarship Fund** Archives determines which records it will retain and which it will destroy or dispose of according to state law.

### **POLICY GUIDELINES:**

#### Records

- The originating offices shall be responsible for the maintenance and preservation of all **Inner-City Scholarship Fund** records they create or control.
- All **Inner-City Scholarship Fund** records of permanent or historic value should be transferred to the **Inner-City Scholarship Fund** Archives when their value for general research exceed the administrative and research value to the originating or current-user office.

#### Records Retention

- Generally, finance records should be retained for 7 years.
- Essential records are defined as those necessary for the operation or establishment of normal government in the case of an emergency. For **Inner-City Scholarship Fund**, the following types of records are deemed essential:
  - ✓ Minutes of governing boards.
  - ✓ Rules, regulations and annual reports.
  - ✓ **Inner-City Scholarship Fund** photographs, prints, microfilm, slides, motion picture film, audio and videotape, CD's, DVD's, and machine-readable (electronic) records.
  - ✓ **Inner-City Scholarship Fund** publications for the public.

All materials within these guidelines should reside in the storage room on the sixth floor. All boxes/containers should be clearly marked with the following information:

- ICSF
- Contents
- Destroy Date