



## **ARCHIVE COMMITTEE DESCRIPTION**

### **ORIGIN**

This is a standing committee established per MGCA Bylaws, Article VIII, Section 3

### **PURPOSE**

To collect, organize, and preserve Campmeeting documents, records and other materials of historical or other significance. Provide advice to MGCA on suggested methods for document preservation and retention.

### **MEMBERSHIP**

Per MGCA Bylaws, Article VIII, Section 4, “The Archive Committee, by the authority of the Board and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) other Association Member as deemed appropriate by the committee chair.”

### **MEETINGS**

Meetings are called by the committee chair on an as-needed basis.

### **RESPONSIBILITIES**

- In conjunction with the Policy & Procedures Committee, develop policies for the collection, organization, and preservation of Campmeeting documents, records and other materials of historical significance.
- Collect and ensure the retention and preservation of MGCA documents, records, and objects of historical and other significance.
- Catalog all items and maintain a searchable digital record so it can be readily determined what items have been retained and where they can be located.
- Ensure items are stored in a safe, secure location to maintain their preservation and to prevent damage or destruction from environmental, fire, or other hazards.
- Items to be collected may include, but are not limited to, records of the community and organization’s origin, organization, evolution, function, daily life, and activities, such as:
  - Liaise with Mt. Gretna Historical Society as needed
  - Deeds/Easements/Permits
  - Property Maps & Surveys/Utility Documents
  - Legal/Financial Documents
  - Constitution/Charter/Bylaws/Rules and Regulations
  - Board Meeting Minutes and Correspondence

- Committee Meeting notes and Correspondence
  - Newsletters
  - Photographs/News Media References/Oral Histories
  - Properly dispose of those documents and artifacts which according to established retention policies do not need to be retained
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers as necessary.

### **AUTHORITY**

In accordance with established policy, the committee is authorized to take custody and ensure the safekeeping of MGCA documents and artifacts to be archived. The committee is also authorized to dispose of documents and artifacts in accordance with established retention policies.

### **BUDGET**

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

### **Dates:**

Adoption: December 21, 2021  
Revision: Policy: September 17, 2024  
Rescission: