

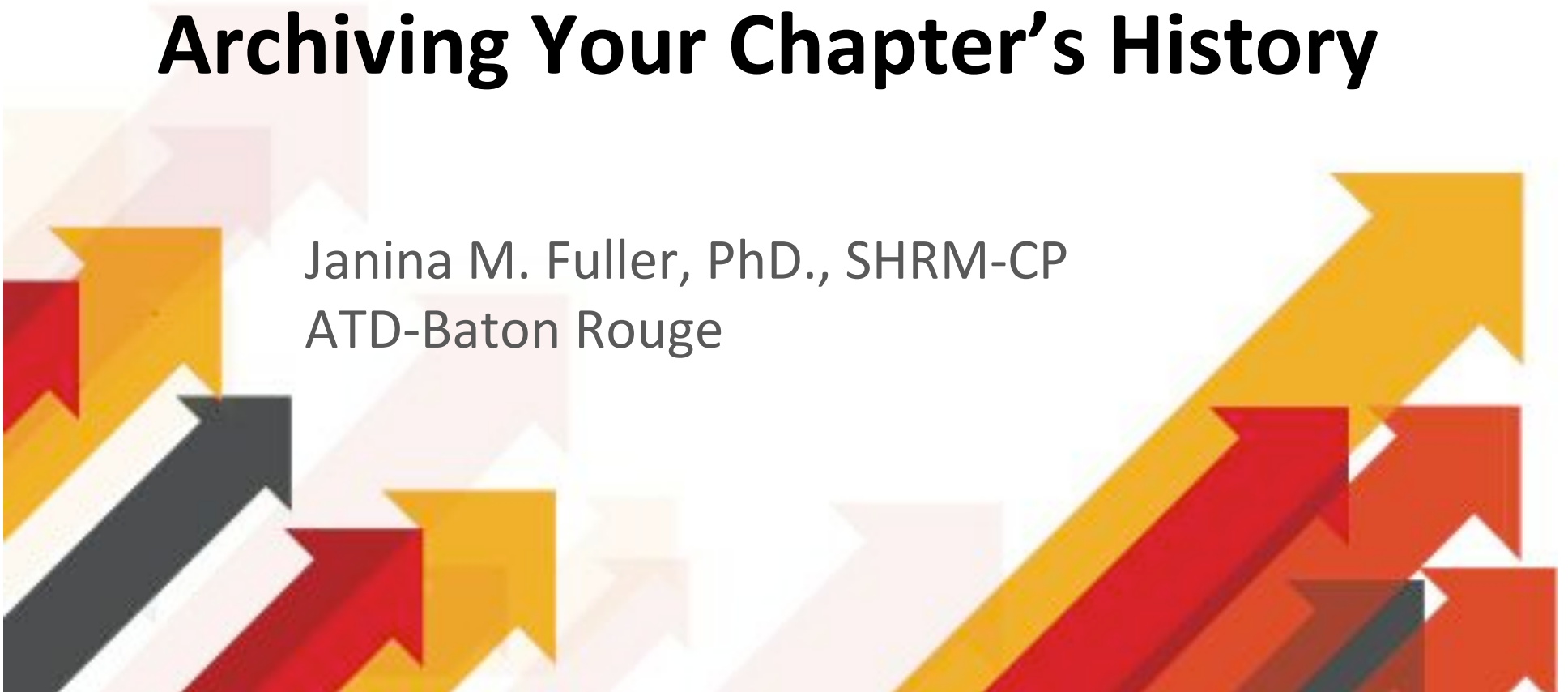
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The Way We Were: Capturing and Archiving Your Chapter's History

Janina M. Fuller, PhD., SHRM-CP
ATD-Baton Rouge



Definition of Terms

- Records: Documents currently in use
- Archives: records that have been selected for permanent or long-term preservation due to their cultural, historical, or evidentiary value.



Where it all began:

2013-2014 ATD-Baton Rouge Financial Files



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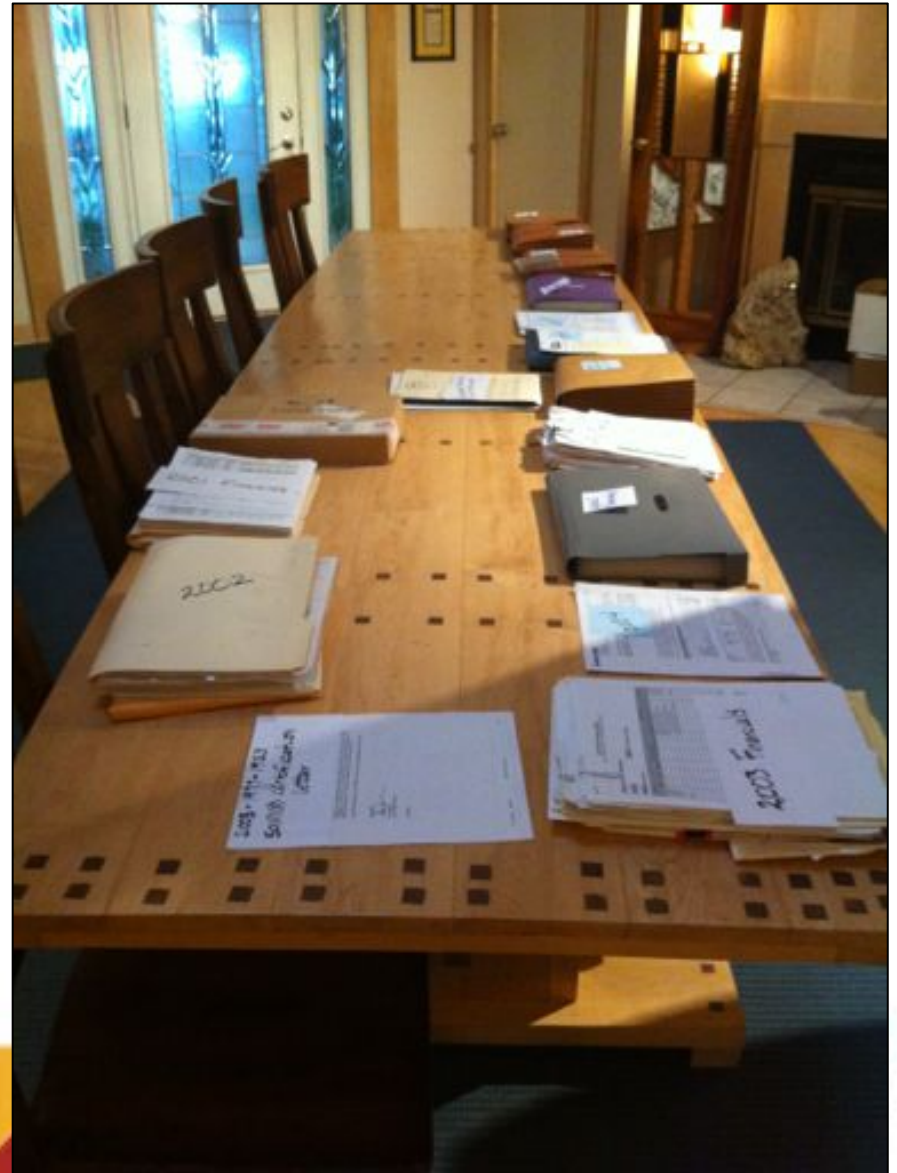
Why Does Our History Matter?

- Financial records / audit trail
- Record of past business practices
- Who did / was responsible for what / when?
- Track membership trends
- Calendaring of future events
- Telling your chapter's ***story***

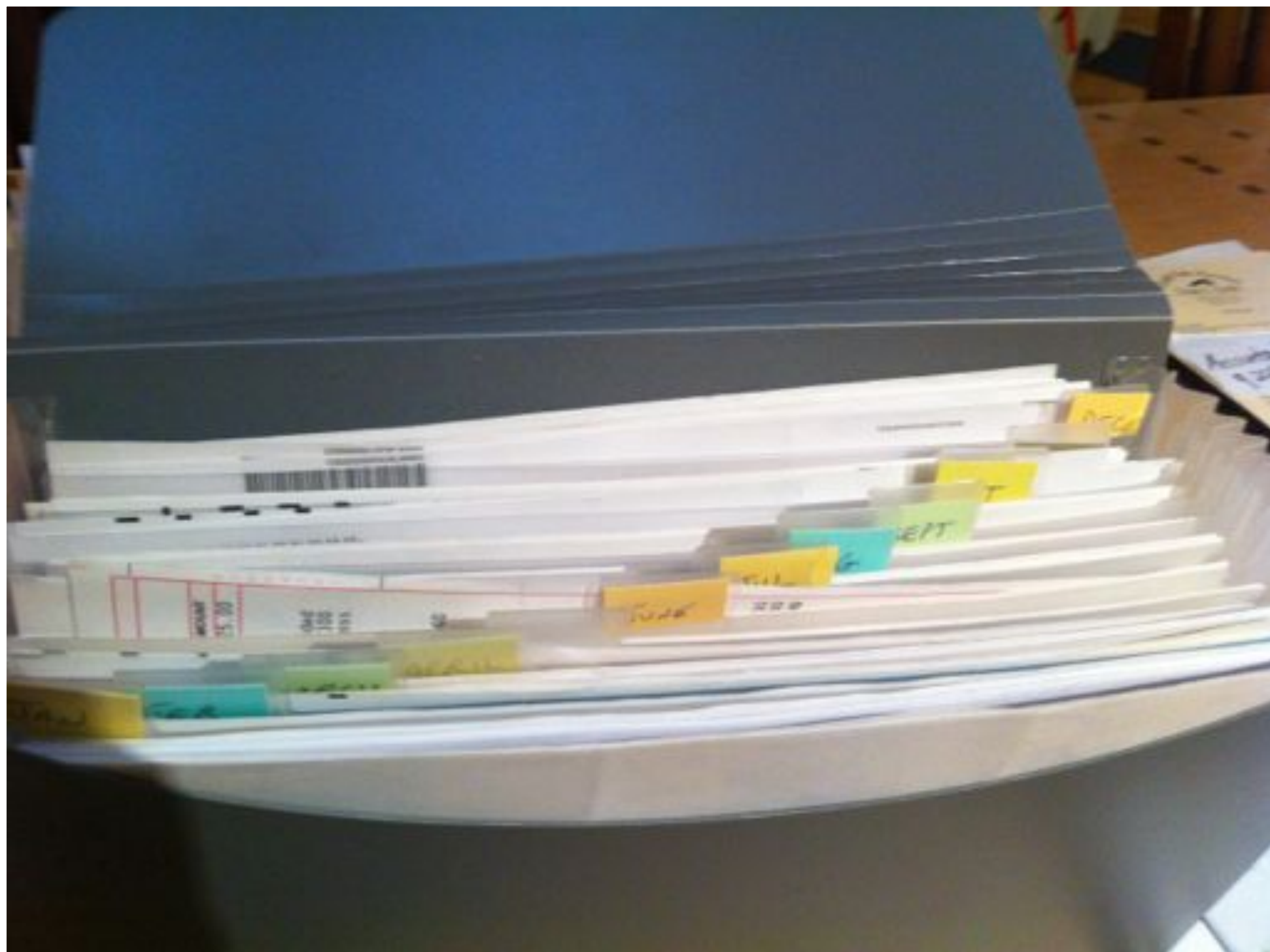


ATDBR Paper Records Since 1998

- ATDBR paper records back to 1998 on my 10-foot-long dining room table









Digital Files (Partial)

- Random lists like this one
- ~ 130 documents on Google Docs, dating back to 2012
- A few dozen documents on Google Drive
- 23 *folders* on Wiggio



Files from Kara	Apr 7, 2014, 2:51 PM
2014-03-13 received	Aug 8, 2015, 4:40 PM
2012_Potential-Speakers.xlsx	Apr 7, 2014, 2:48 PM
2013_Program Speaker Options 2013.docx	Apr 7, 2014, 2:48 PM
2013_Speaker-Sched.pdf	Apr 7, 2014, 2:48 PM
2013-01_Prog-Feedback-Rept.docx	Apr 7, 2014, 2:48 PM
2013-11_Partnering-C-Suite-Perf-Mgt.docx	Apr 7, 2014, 2:48 PM
Files from Kimberly	Aug 8, 2015, 5:18 PM
2014-03-16 received	Aug 8, 2015, 5:17 PM
2006-2011_5-Yr-Strat-Plan.doc	Apr 7, 2014, 2:49 PM
2007-05-14_Chap-Ldr-Knowledge-Cklist.doc	Apr 7, 2014, 2:49 PM
2009_Affiliation-Agreement.PDF	Apr 7, 2014, 2:49 PM
2009_Board-Comms-Deadlines.doc	Aug 8, 2015, 4:53 PM
2009_Successes-Opportunities.doc	Apr 7, 2014, 2:49 PM
2010_Chapter Survey_6-29-10.doc	Apr 7, 2014, 2:49 PM
2010-01-25_2009-State-of-Chapter_KS.docx	Apr 7, 2014, 2:49 PM
2010-01-27_2010-State-of-Chapter_MRT.docx	Apr 7, 2014, 2:49 PM
2011_Board-Installation.doc	Apr 7, 2014, 2:49 PM
2011-09_Bd-Roster.pdf	Apr 7, 2014, 2:49 PM
2012_ASTDBR-Bylaws.pdf	Apr 7, 2014, 2:49 PM
2012_MemberSurvey.docx	Apr 7, 2014, 2:49 PM
2014_ASTDBR-Past-Presidents.doc	Aug 8, 2015, 5:17 PM
ALC Conference Budget Worksheet.xls	Apr 7, 2014, 2:49 PM
Media-Contact-Info.doc	Apr 7, 2014, 2:49 PM
StrategicPlanningWorksheet.doc	Apr 7, 2014, 2:49 PM
Virtual-group-guidelines.docx	Apr 7, 2014, 2:49 PM
2014-03-23 received	Mar 28, 2015, 3:32 PM
2006-12-01_ASTDBR-Membership-Database.xls	Apr 7, 2014, 2:51 PM
2007-03_PDEvent-Budget.xls	Apr 7, 2014, 2:51 PM
2007-05-09_CORE-compliance.pdf	Apr 7, 2014, 2:51 PM
2008_CORE-ElementMatrix.doc	Apr 7, 2014, 2:51 PM
2008_PDEvent-Budget.xls	Apr 7, 2014, 2:51 PM
2008-04-25_PDEvent-Contract.pdf	Apr 7, 2014, 2:51 PM
2008-06_BRChapter-roster.doc	Apr 7, 2014, 2:51 PM
2008-11-25_PDEvent-Smith-Contract.pdf	Apr 7, 2014, 2:51 PM
2009_ASTDBR-Cumulative-Calendar.doc	Apr 7, 2014, 2:51 PM

Organizing Files

- DO **NOT** THROW OUT **ANYTHING** UNTIL YOU'VE LOOKED AT **EVERYTHING**!
- Sort by year
- Sort within year by content: “First Tier” items
 - Financial statements/monthly and/or year-end reviews, tax and insurance documents
 - Board meeting minutes; bylaws
 - Board rosters
 - Journals (e.g., newsletters, press releases)
 - Other items listed on the Record Retention Guide



Handout #1

Record Retention Guide from ATD-National

ATD-NATIONAL: RECORD RETENTION GUIDE

Spring 2004

Type of File	Length of Time to Retain	Type of File	Length of Time to Retain
Accident Reports/claims (settled)	7 years	Invoices (to customers, from vendors)	7 years
Accounts payable ledgers & schedules	7 years	Journals	Permanently
Accounts receivable ledgers & schedules	7 years	Magnetic tapes / CD storage tapes	1 year
Audit Reports	Permanently	Minutes of board of directors, officers, and chapter	Permanently
Bank Reconciliation	2 years	Notes receivable	7 years
Bank Statements	3 years	Patents and related papers	Permanently
Capital stock and bond records	Permanently	Payroll Records and summaries	7 years
Cash, books	Permanently	Personnel Records and files (terminated)	7 years
Chart of Accounts	Permanently	Petty cash vouchers	3 years
Checks, cancelled (see exception below)	7 years	Physical inventory tags (IT & Admin)	3 years
Checks, cancelled (for taxes, property purchases, contracts, etc.)	Permanently	Property records, including depreciation, blueprints, and plans	Permanently
Contracts, expired	7 years	Purchase Orders	7 years
Contracts, still in effect	Permanently	Receiving sheets	1 year
Copyrights	Permanently	Retirement and pension records	Permanently
Deeds, mortgages, notes and leases	Permanently	Requirements for capital budget	1 year
Depreciation schedules	Permanently	Sales commission reports	3 years
Duplicate deposit slips	2 years	Sales Records	7 years
Employment applications	3 years	Scrap and salvage sales of equipment	7 years
Expense analyses/distribution schedules	7 years	Standard Operating Procedures memos and manual	Permanently
Financial statements	Permanently	Subsidiary ledgers	7 years
Gifts/memoranda	7 years	Tax Returns	Permanently
General ledgers, year end trial balance	Permanently	Timesheets	7 years
Insurance policies (expired)	3 years	Trademarks	Permanently
Insurance records, accident reports	Permanently	Training Manuals	Permanently
Internal audit reports	3 years	Vouchers for employee and officer reimbursements	7 years
Internal reports (unsubstantiated)	2 years	Withholding tax statements	7 years
Inventories	7 years		

“Second Tier” Items

- Training manuals
- Internal process/procedure notes
 - Monthly meeting program and attendance records
 - Professional development event notes
- Images
 - What photographs do you have from chapter events?
 - Are they LABELED?
 - Do you have hard copies?
- Correspondence



About Digital Records: The Cloud



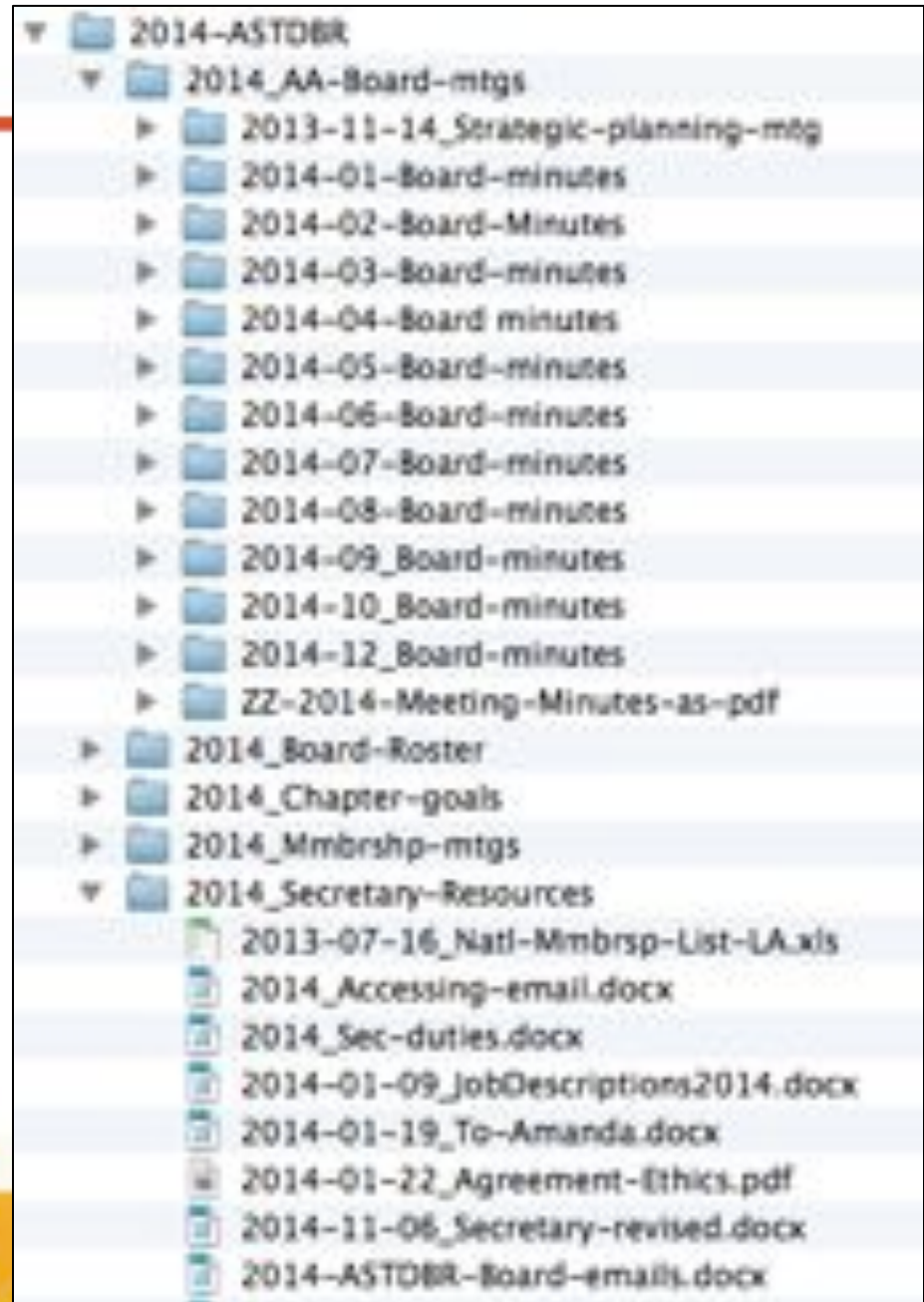
About Digital Records: The Cloud



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Naming Files

- Start file names with the year
- Don't leave blank spaces
- Use names that would make sense to someone else



Lessons Learned

- Don't throw away **anything** until you've looked carefully at **everything**
- Expect to handle every piece of paper/digital file and more than once
- Keep labeling supplies handy: multi-colored stickies, pencils, pens, staple remover, fresh paper clips, manila folders, tab markers
- Date undated documents (using stickies!) if possible; start NOW to ***date every document you generate***



More Lessons . . .

- Think about why you're keeping each item:
 - How much did things cost?
 - What procedures have already been tried?
 - Where did meetings used to take place?
 - Are there trends in membership attendance?
- Be prepared for piles of refuse that you won't want to put in the garbage (shred?)
- The march of time is not kind to paper clips. Don't use them in paper files.



ATDBR Paper Records Since 1998



Location, Location, Location!

- Location of responsibility: Who will be the chapter's historian?
- Location of physical files: Where will they live?
- Location of digital files: Where will they live?



A Bit of Practice for You

- Book of check stubs from 2006-2009
- Box of paper records from 2006-2013 containing:
 - *Some* board meeting minutes
 - Unlabeled photos from 3 different chapter events
 - Monthly and year-end financial statements, audit reports and bank statements, including copies of cancelled checks
 - Numerous deposit slips, invoices, and receipts
 - Membership meeting attendance and payment reports
 - Emails among board officers
 - Newspaper articles about chapter activities



Practice Project

- 2006-2009 stubs: discard, since you have copies of cancelled checks
- 2006-2013 records:
 - Board minutes: Retrieve missing?
 - Unlabeled photos from 3 different chapter events: Get hard copies and label
 - Monthly and year-end financial statements, audit reports and bank statements, including copies of cancelled checks:
 - Group like items by year
 - Cancelled checks prior to 2008 can be discarded, IF not for taxes, contracts, or property purchases
 - Bank statements prior to 2012 can be discarded
 - Numerous deposit slips (discard), invoices (discard prior to 2008), and receipts (depends!)
 - Membership meeting attendance and payment reports: your choice!
 - Emails among board officers: depends on content
 - Newspaper articles about chapter activities: KEEP!!!



What Is Your Plan?

1. Create a team; Identify accountabilities
2. Gather up the records; reach back as far as you can find people who might be holding onto chapter history
3. Create a protocol for folder- and file-naming
4. Sort by year
5. Sort by content
6. Decide what to needs to be kept as hard copy
7. Decide what gaps you'll try to fill
8. Identify a repository

Resources

- <http://archivehistory.jeksite.org/index.htm>: This information was originally prepared as a book. The website provides the entire contents.
- <http://Familyarchives.com>: Geared toward personal memorabilia, documents and photographs, and also offers good overview of general principles of preservation.
- **National Archives:** <http://www.archives.gov/preservation/>
- **ARMA International** is a non-profit professional association for records and information managers and related industry practitioners and vendors.
<http://www.arma.org>
- <http://www.seagate.com>: **Seagate** specializes in data storage solutions, with products that enable people and organizations to create, share and preserve memories and data.



Handout #2

- Generally Accepted Recordkeeping Principles®
- Produced by ARMA International (formerly the Association of Records Managers and Administrators)



Resources



PRESERVING HISTORY

How to Digitally Archive and Share Historical Photographs, Documents, and Audio Recordings

Introduction: Background, Purpose, and Example Archive Projects

The information on this website was originally prepared as a book and is presented in that format and level of detail. The optimal presentation would include publication both on a website and as a printed book. This website provides the entire contents. My intention is to also make a printed book available; however, that will take additional time.

Digital copies of historical photographs, documents, and audio recordings are the best way to both share and preserve historical items. Handling and displaying the original items cause wear and degradation. However, the items cannot be shared if they are protected from all degradation. Good digital copies allow unlimited sharing while also preserving the original items.

One major goal of this book is to encourage people to begin collecting and archiving photographs, documents, and recordings with readily available, inexpensive technology. The costs and benefits of using more expensive technology are described, as well as guidance on how and when less expensive technology is adequate. The methods for effective use of digital technology are described for both inexpensive and expensive options.

Creating and using digital copies of historical information requires a wide range of technical knowledge. The usual default settings for scanners, recorders, and software typically produce low quality results that have limited uses. However, going beyond the default settings opens an overwhelming array of options that can require months or years of study to understand.

A book that brings together the needed information to systematically guide users in



OUR MISSION

Our mission is simple — to help you capture, preserve, organize and enjoy your family's most valuable memories using archival best practices, methodologies, equipment and supplies.



employed by professional archivists and museum experts from around the world.

SEE HOW WE HELP

Families



School Teachers



Companies



Organizations



CONNECT WITH US

DIGITAL FILES

Introduction

What to Keep

Organizing Your
Digital Files

Preserving Your
Digital Files

Digital Copies of
Physical Items

Print



Email



SHARE



Preserving Your Digital Files

Digital files are as fragile as some of your oldest mementos. Because computers crash, CD or DVD record errors, or it's easy to accidentally delete a file, preserving your digital files is critical. The good news is that it can be as simple as purchasing the proper hardware and tools, and then transferring your files.

After your files are organized, you can make duplicate back-up copies and store them separately from the main files housed on your computer or an external hard drive.



Digital photos, printed on archival



Preservation

Home > Preservation

Preservation

What Do You Want To Preserve?



- Family Archives (paper and photographs)
- Government Records
- Photographic Materials
- Paper & Parchment
- Books & Scrapbooks
- Digital Media
- Audio, Video & Motion Picture Film

NARA Preservation Strategies



- Holdings Maintenance
- Conservation Treatment
- Environmental Monitoring
- Storage & Handling
- Digitization & Reformatting
- Records Emergency Information
- Specifications & Research
- Digital Preservation

Records Emergency Information



Preservation Programs Brochure (PDF)



Contact Us



Preservation Programs



- About Preservation Programs
- Conservation Division
- St. Louis Preservation Division

Events and Special Projects



- Preserving the Iraqi Jewish Archive
- Preservation EXPOSEd!
- Special Projects
- Charters of Freedom
- Preservation Conferences



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INFORMATION
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MAGAZINE
ONLINE

IS
INFORMATION
YOUR
ALLY
OR
YOUR
ENEMY?



Start turning information
into an asset.

Whitepapers and free downloads from ARMA International

We know you like free stuff. Who doesn't? This valuable information is on our recommended reading list.

- **Safeguarding Your Vital Long-Term Electronic Records**

This **FREE** White Paper will explore how (and why) forward thinking organizations are integrating standards-based Digital Preservation into their overall information governance lifecycle in order to mitigate and protect themselves against the risk that their long-term non-permanent electronic records (especially those with retention times greater than 10 years) will not be readable or useable in the future – due to technology and file format obsolescence.

[Download here.](#)

- **Optimize Document Management—Putting Advanced Rendering to Work throughout the Document Lifecycle Process**

[Download this free white paper from Adlib Software here .](#)

- **White Paper: Demystifying Defensible Deletion**

[Download this free white paper from Sherpa here .](#)

- **White Paper: 2013-2014 Benchmarking Survey for Financial Services and Insurance Industries**

[Coliaset Associates](#) provides you the 2013-2014 Benchmarking Survey for Financial Services and Insurance.

Handout #3

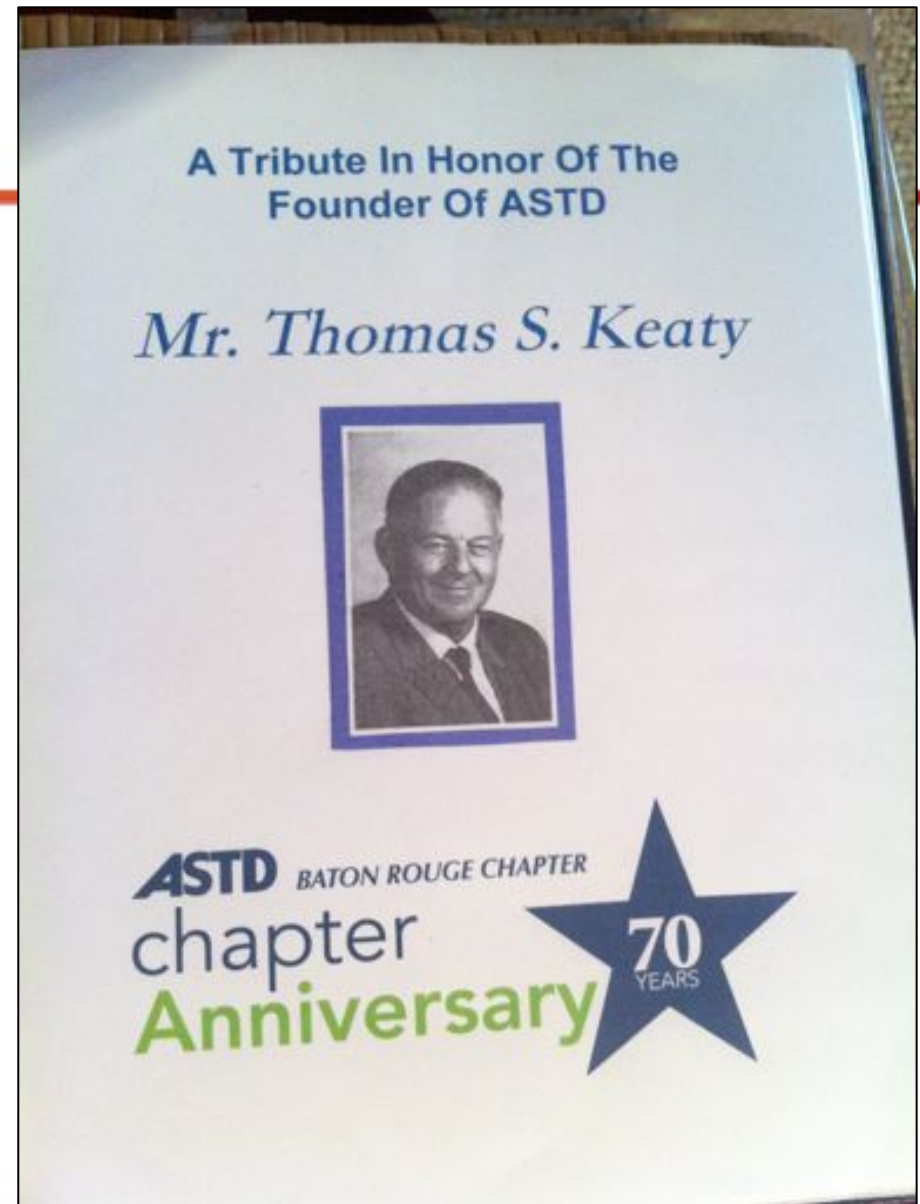


DOS AND DON'TS FOR ORGANIZING YOUR DIGITAL FILES



ATD's Founder

Thomas S. Keaty



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*Nothing has happened until it has been
recorded.* -- Virginia Woolf

What is your chapter's STORY?



Acknowledgments

- Damona Barnes, Elizabeth Beckham, and all my present and past fellow chapter leaders of ATDBR
- Wendy Leedy, Former ATD Chapter Relations Manager
- Elizabeth H. Dow & Melissa Eastin, Archivist Librarians
- Thomas S. Keaty II, Founder of ATD



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- Questions?
 - Feedback?
 - Survey

