

# Mazamas Archives Transfer Guidelines

October 2005

Please DATE AND INITIAL all materials generated by your committee.

**Attention Committee Chairs:** Each fall you are requested to turn in committee records from the *previous year/s* to the Archives.

Materials to archive include:

- **Minutes**
- **Committee membership and officers list** — if available
- **Manuals, Handbooks, Publications** — *Policy and Procedure Manuals (when revised), Student/Instructor Handboosk, any brochures* - 2 clean copies of each.
- **Administrative**—*Annual Report, Annual budget, Reports to Council*
- **Correspondence of Value** — *Letters to and from pre-eminent climbers , speaker, etc. Information relative to significant happenings or policy changes. Not housekeeping items.*
- **Committee-Specific Activitiy Materials** —*schedules, leader lists, participant lists, surveys, activity reports, conservation projects, etc.*
- **Photos, Film, Videos, Posters, Albums or Scrapbooks**—*that document Mazamas activities – can be digital. Include: 1) program and version used, 2) contents and date.*

Transfer Instructions: please place materials to be archived in the Archives mailbox. Paper copies are helpful. Questions?? contact Barbara Marquam – [bmarquam@comcast.net](mailto:bmarquam@comcast.net).