

IBEX SKI CLUB
P.O. Box 1542
Palatine, Illinois 60078

BOARD OF DIRECTORS POLICY #24

BOD Archive

This Policy provides guidance and direction for the retention and storage of all written documents generated and/or received by Club Officers. The term “Club Officers” designates members of the Board of Directors, Executive Board or Club Member designated as a trip or activity coordinator/leader who is acting in an official capacity.

1. The Board of Directors shall appoint a Documents Archivist (DA) from among its members who shall be responsible for all archiving activities described in this policy.
2. The Board of Directors shall allocate any funds necessary and appropriate to implement this policy.
3. Club correspondence, policies, constitution, treasurer reports, monthly newsletters, membership database, BOD minutes, EB minutes, requests for quotation for services, or other written communication, as appropriate, shall be archived in an electronic format. Desired formats are Microsoft Word, PDF file, or e-mail text file.
4. Documents to be archived should be sent to the DA via archivist email address: ibexarchive@skiibex.com
5. Every three years the BOD shall evaluate the needs and methods of archiving communications and documents and make changes as necessary.
6. Hard copy documents received by the club or generated by Club Officers shall be stored in an electronic format, preferably the PDF format.
7. The DA shall assure that all hard copy documents and electronic document archives and the external hard drive are transmitted to his/her successor at the BOD transition meeting each year.
8. At the end of each fiscal year, all electronic documents shall be copied to removable media which will be stored with the appointed archivist.
9. Retention of all documents or correspondence shall be at least seven years or as appropriate.

Adopted: September 13, 2006

Revised: April 20, 2010

Reaffirmed: November 13, 2013

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