

GSWPGA ARCHIVES DIRECTORY/PROCEDURES

1. All Officers/Committee Chairpersons shall maintain an Association Notebook specified for their position. These documents should have a date to determine their being active for 3 years. Documents will be considered “active” up to 3 years and will be maintained in these Association Notebooks with a date of the initial review.
2. The Constitution, By-laws, Standing Rules, Job Descriptions and Procedures should be reviewed every two years and a review date recorded on these documents.
3. At the January Executive Board Meeting, all Officer/Committee Notebooks will be reviewed by the Board. Each Officer/Committee member will determine the separation into Active/Archive. At this time, the Historian will determine which archived items should be placed in the online History. All members should be mindful of any materials that will “add to the flavor of the times” and be of historical significance to the association.

Documents Retained for 3 Years

1. Job Descriptions/Procedures retained by each person in the job
2. GSWPGA Board of Directors & Committee Members’ Rosters maintained by each member of the Executive Board/Committees
3. Member Clubs’ Officers maintained by each member of the Executive Board/Committees
4. Correspondence maintained by the Secretary unless determined by the Executive Board to be permanently archived or maintained for 7 years.
5. Committee Reports/Correspondence to be maintained in the Committee Notebooks
6. Schedule of Team Matches and Year End Results maintained by the Association Team Captain
7. Tournament Results for all tournaments except for City Championship, Champion of Champions and Carmen Johnson Award to be maintained by the Tournament Director,

Documents Retained for 7 Years

1. Budgets (Treasurer)
2. Cancelled Checks, Checkbook Registers (Treasurer)
3. Invoices (Treasurer)
4. Tax Return (Treasurer)
5. Audit Reports (Treasurer)

6. Treasurer Reports (Treasurer)
7. Meeting Minutes (Secretary)

Documents Retained Permanently

1. The last two versions of the Constitution, By-Laws, and Standing Rules to be maintained on the website and submitted by the Vice President. There should be a change sheet in the Standing Rules Appendix to reflect revisions as they occur as well as in the Constitution and By-Laws.
2. The list of Past Presidents to be updated each year by the Vice President and maintained in her notebook.
3. Tournament Results for the winners of the following events to be maintained by the Vice President in her Notebook:
 - GSWPGA Championship Winner
 - Carmen Johnson Award for Low Gross in President's Charity Cup
 - Champion of Champions Winner (Lowest gross score of the