Viewpoint Tennis Club
8700 East University Drive, Mesa AZ 85207

ARCHIVES POLICY	Version #2
November 2015, 11/17	November 2020

Purpose:

- To provide organizational stability by maintaining long-term records of the VPTC's operations.

Policy:

- The Secretary is responsible for organizing the annual records at the end of the season.
- Records should be kept for at least five years.
- Records are kept in the VPTC filing cabinet in the east courts shed.
- The website team is responsible for archiving any electronic records.
- All members have the right to access these records.

Form: VPTC Annual Records Checklist

Minutes of General meetings
Minutes of Board meetings
Budget
Year-end Financial Statement
ATGA contract and financial records
Membership tallies updated
Social Calendar
Membership List(alpha)
Membership List (by team)
End of year playing stats
Committees/Volunteers List
Board of Directors List

PROCEDURES:

STEP 1	The Secretary gathers records from the Executive Committee, Board of Directors, Statistician and any other committees deemed necessary by the Executive Committee.
STEP 2	Minutes of Board and General meetings are printed and filed in the binder in the file cabinet.
STEP 3	The up-to-date Operations Manual, including the Constitution, Bylaws and Policies, should be kept in the file cabinet.
STEP 4	The Secretary collates all records and forwards them to the website team for posting in the on-line archive.