

Viewpoint Tennis Club
8700 East University Drive, Mesa AZ 85207

ARCHIVES POLICY	Version #3	November 2022
<p>Purpose:</p> <ul style="list-style-type: none"> To provide organizational stability by maintaining long-term records of the VPTC's operations. 		
<p>Policy:</p> <ul style="list-style-type: none"> The Secretary is responsible for organizing the annual records at the end of the season, including updating of the Narrative Summary document. Records should be kept for at least five years. Records are kept in the VPTC filing cabinet in the east courts shed and backed up electronically. The website team Technology Committee is responsible for archiving any electronic records. All members have the right to access these records. 		
<p>Form: VPTC Annual Records Checklist</p> <p>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 Player Directory Membership List (by team) End of year playing stats Committees/Volunteers List Board of Directors List Updated Narrative Summary</p>		
<p>PROCEDURES:</p>		
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 Technology Committee for posting in the on-line archive.	