

NEW YORK NORTH AFG REPORT

Committee Name: NYN Archives

Date of Report: 8/11/23

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Position: NYN Archives Coordinator

Report Prepared For: ☐ Spring AWSC ☒ Fall AWSC
☐ Spring Assembly ☐ Fall Assembly

Report: During the past six month, the Archives Task Force has:

Reviewed 22 of the 24 boxes of documents and miscellaneous other items like CAL, bookmarks, event programs, etc., that were in the Archives. The remaining two boxes will be reviewed at the Fall Assembly on Friday afternoon, September 29.

Redacted personal information before uploading documents to the NYN website

Made decisions on each document, such as: should it be uploaded, does a physical copy need to be kept, etc.

Scanned the documents that were going to be uploaded

Shredded those documents that did not need a physical copy kept

Met monthly on Zoom, or emailed, to discuss Archives issues

Requested information from the NYN Finance Committee regarding record retention requirements

Uploaded more than 300 documents to the NYNAFG website.

To get to the NYN Archives:

1. **Go to nynafg.com**
2. **Click on “Area Information!”**
3. **Scroll down past NYN Policies and Guidelines until you see “NYN Archives” in black**
4. **Click on the blue “Click Here”**