

PROPOSED RECORDKEEPING/ARCHIVES SCHEME FOR CHAPTER ARCHIVES

I. BUSINESS RECORDS

A. Matrix (founding) Records

1. Chapter Application/ Renewals
2. Chapter Charter
3. Chapter & ONS Logos
4. Standing Rules (formerly bylaws)
5. IRS Employee Identification Number
6. Chapter Policies
7. Chapter Procedures

B. Board of Directors

1. Chapter Goals & Objectives
2. Board Roster
3. Meetings
 - a. Agendas
 - b. Minutes
4. Strategic Plan
 - a. Process & Planning Files
 - b. Strategic Plans

C. President

1. Annual Reports (to ONS)
2. Annual Reports (to Chapter)
3. Award Nominees
4. Contracts
5. Legal Agreements

D. Treasurer

1. Treasurer's Reports (to Chapter and Board Meetings)
2. Financial Reports (annual)
3. Budgets (annual)
4. Ledger
5. List of Contributors
6. List of Scholarship/Honoraria/Grant Recipients
7. List of Assests

E. Secretary

1. Correspondence – incoming
2. Correspondence -- outgoing

F. Membership (General)

1. Membership Roster (January and December)
2. Business Meetings
 - a. Agendas
 - b. Minutes
 - c. Attendance
3. Conferences/Programs
 - a. Planning Files
 - b. Conference Packets & Promotional Materials
 - c. Evaluations
4. Journal Club
 - a. Schedule
 - b. Reading Lists
 - c. Attendance

G. Membership Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports (at Board and Chapter Meetings)
 - c. Membership Status Reports (at Board Meetings)
5. Projects (ex. Membership needs assessment)

PROPOSED RECORDKEEPING/ARCHIVES SCHEME FOR CHAPTER ARCHIVES (*CONTINUED*)

H. Nominating Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports
5. Ballots (sample)
6. Election Results

I. Program Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports
5. Program Planning Files
6. Speaker's Files

J. Research Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports

J. Research Committee (continued)

5. Research Grants & Projects
 - a. Proposals/Applications
 - b. Awards
 - c. Budgets
 - d. Final Reports
 - e. Final Products
6. Chapter Research Awards & Grants
 - a. (Sub-) Committee & Reviewers Rosters
 - b. Applications
 - c. Reviews & Notifications
 - d. Evaluations
 - e. Final Products
7. Final Projects

II. PUBLICATIONS

- A. Chapter Newsletters
- B. Articles by Members
- C. Educational materials Developed by Chapter
- D. Public Relations Materials

III. PROJECTS

- A. Special Projects
 1. Applications
 2. Final Reports
 3. Final Products
- B. Other Projects

IV. HISTORICAL MATERIALS

- A. Chapter History
- B. Scrapbook
- C. Chapter Awards – received and given
- D. News Clippings
- E. Photographs
- F. Memorabilia