



HISTORIAN

Standard Operating Procedure

DIRECTIVE: To oversee and maintain the ABFDE archives. The Secretary holds this position

1. Property and Materials

- 1.1. All property given to the Historian for archival purposes is the property of ABFDE.
- 1.2. The Historian shall maintain electronic versions of the Board Minutes and ABFDE Newsletters.
- 1.3. Upon leaving the office of Historian, the property in the ABFDE archive shall be surrendered to the Board of Directors.

2. Inventory

- 2.1. An inventory of all items archived shall be submitted to the President annually, prior to the Board meeting, allowing the list to be included as an attachment to the Minutes.