



California State Council

POLICY AND PROCEDURE

Title: Archiving of Documents	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 11/2004
Review Date(s): 01/2005	Approval Date: 01/12/2017
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I. POLICY PURPOSE:

To outline the procedure for archiving official and historical documents of the California Emergency Nurses Association (Cal ENA).

II. POLICY BACKGROUND:

The University of California San Francisco (UCSF) library has maintained the donated archives of Cal ENA for many years. In order for Cal ENA continue to document its history, it is vital to maintain an ongoing relationship with UCSF.

III. PROTOCOL:

1. The official California Emergency Nurses Association archives are donated to the Regents of the University of California for the benefit of the San Francisco Campus of the University.
2. Said records are irrevocably assigned and transferred to the Regents of the University of California, and all rights, title and interest in these records are relinquished by the California Emergency Nurses Association.
3. Donated materials should not be confidential or be restricted for use in any way. If so, those materials cannot be accepted by the Regents of the University of California.
4. Materials may be freely examined by any user of the archives at the library of the University of California San Francisco (UCSF) campus.
5. Upon donation of records to the archives, a deed of record will be issued by the manager of the Archives and Special Collections to the California Emergency Nurses Association to acknowledge the gift.
6. Cal ENA will appoint a designee to coordinate the collection and delivery of records and documents to the Archives and Special Collections of the library at the UCSF campus. This individual will be reimbursed any costs associated with the collection and delivery of records to the Archives and Special Collections at the library. The term of this designated individual is at the discretion of the Cal ENA Board of Directors.
7. The Cal ENA designated archivist will maintain records on behalf of the organization including, but not limited to, deeds of gifts, correspondence with the



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- manager of the Archives and Special Collections, records of monetary donations, and other such records that will help future leadership of Cal ENA maintain current knowledge about the status of the Cal ENA collection.
8. It is strongly encouraged that both state council and individual chapters collect records for archiving in order to maintain the heritage of the state organization.
 9. Records may be donated from any of the existing chapters in the state, as well as the State Council of Cal ENA.
 10. Chapters may elect to communicate directly with the Manager of the Archives and Special Collections about donating chapter records, and in that case, will be responsible for making their own arrangements for transfer of records.
 11. Chapters are encouraged to work with the designated council archivist for the transfer of records, and for the maintenance of records in order to provide a more comprehensive picture of the records being held on behalf of Cal ENA, of which the chapters are a part.
 12. An annual donation may be made to the Archives and Special Collections at the library of the UCSF campus. The generally suggested amount is \$250 annually. The Board of Directors will determine the amount of donation based on the number of records being donated on a regular basis. The Cal ENA State Council Treasurer is responsible for ensuring that annual donations are made in a timely manner and communicating this to the Cal ENA archivist as well.
 13. The personnel in the Archives and Special Collections at the UCSF library are available for consultation and assistance in advising how to prepare the documents for archiving, and which records are appropriate.
 14. Cal ENA, in conjunction with the council archivist, will be responsible for determining when a document needs to be sent to the UCSF library for archiving.
 15. Documents being sent to be archived should be lasting and of enduring value to the organization. Suggested documents include, but are not limited to:
 - a. Meeting Minutes (which are maintained in perpetuity)
 - b. Financial records (maintained for no less than 7 years)
 - c. Newsletters
 - d. Historical records created and maintained by the Cal ENA Historian
 16. Items that should not be archived include:
 - a. Meeting agendas
 - b. Announcement flyers of any type
 - c. Rosters, databases or other such documents containing confidential information