

**MULTNOMAH COUNTY MASTER GARDENER™ ASSOCIATION
ARCHIVING RECORDS**

FIRST APPROVAL: 2020.02.25

FINAL APPROVAL/ADOPTED: 2020.09.20

REVISION: 2022.02.22

PURPOSE

The purpose of this policy is to ensure records are maintained and information is easily accessible for the public and for Chapter members.

PROCEDURES

The following **records** shall be archived in the shared drive of the MCMG G Suite

Information	Where information can be found	Person responsible
Minutes of board meeting, after approval	G Suite>Chapter>Chapter minutes MCMGA web	Secretary
Attendance data monthly speaker event	G Suite>Chapter>Chapter activities	
Policies and Procedures By-laws	G Suite>Board Business>By-laws and Policies	
Chapter financial records for members	G Suite>Chapter>Chapter finances	Treasurer
Chapter financial records secured	G Suite>Treasurer	
Activity data for Chapter events: IE Sale, Share Garden, Classes, etc.	G Suite>Chapter>Chapter activities	Activity Lead
Photos from Chapter activities and events	G Suite>Photos and other media>year	Activity Lead or volunteer

Documents shall be saved as PDF files.

Standard for file names shall be MCMGA- description- year.month.day
(e.g., MCMGA-board minutes-2021.10.26)