



ADMINISTRATION

ARCHIVES POLICY

Version 2

Agreed by ManComMay 2017

Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom).

Note 2 – Any references to he/him etc. can equally apply to she/her etc.

Note 3 – The maintenance and storage of the Archives are currently the responsibility of the Secretary hereinafter referred to as the Archivist.

Purpose – The NYSMBA recognise the value of retaining historical documents and records of all aspects of the Associations business and communications with individuals, clubs, leagues and other bodies in order to form an historical archive of the Association.

Such data forms a record of the development and achievements of the game locally, regionally and nationally for the interest of both current and future generations of members.

The Archives – As at April 2013 these comprised the following stored on loose leaf ring binders.

- NYSMBA - minutes and annual reports 2 folders
- NYSMBA - correspondence 4 folders
- NYSMBA - Team information 1 folder
- NYSMBA - County Championship information 1 folder
- NYSMBA - Juniors & CPP information 1 folder
- NYSMBA - publicity information 1 folder
- NYSMBA - Inter-league/Little Cup information 1 folder
- ESMBA - minutes and annual reports 3 folders
- ESMBA - correspondence 4 folders
- ESMBA - National Championship information 1 folder
- NESMBA - minutes and annual reports 1 folder
- NESMBA - correspondence 1 folder
- Other – YBP BDA ABC 1 Folder

Summary records - In addition to the Archives, summary tabulations are maintained of the following. These all provide a quick and easy reference of year by year variations.

- County Championships - number of entries and cost of running each discipline
- National Championships – number of entries to qualifiers and places allocated in the finals
- Northern Championships - team performance at the Finals
- Inter-County – cost of running each team
- Inter-County – number of games played by all members in all teams.
- ~~Little Cup – cost of holding this competition~~ Now handled by BSA club
- Membership – club membership by year
- General meetings – attendance of all meetings by club
- ESMBA – Accounts summary & history of Officers