

SECTION E – ADMINISTRATION COMMITTEE – APPENDIX

FILE CATEGORIES FOR HISTORICAL RECORDS

Per the Memorandum of Understanding with the University of Mary Washington, ElderStudy maintains a filing cabinet located in close proximity to the classroom designated for ElderStudy purposes. Since the filing cabinet contains the historical records of the organization, the cabinet is kept locked at all times. Primary access to the filing cabinet can be obtained from the designated contact person(s).

Board of Directors

- Official Correspondence
- Board of Directors Meeting Minutes
- General Membership Meeting Minutes
- Constitution and Bylaws (from inception)
- Memorandum of Understanding (from inception)
- ElderStudy History
- Procedures Manual (from inception)/Policies and Procedures
- Reports to the University
- General

Administration Committee

- Official Correspondence
- Committee Meeting Minutes
- Revisions to the Constitution and Bylaws
- Revisions to the Memorandum of Understanding
- Annual ElderStudy Budgets
- Audits
- Financial Reports (yearly from inception)
- Checking Account Statements (yearly from inception)
- Certificates of Deposit (yearly from inception)
- Bachelor of Liberal Studies Scholarship (yearly from inception)
- Grants to Departments (yearly from inception)
- Paid Personnel (yearly from inception)
- Excess Funds Distribution (yearly from inception)
- General

Curriculum Committee

- Official Correspondence
- Committee Meeting Minutes
- Program Activity Schedule
- Semi-annual Curriculum Reports
- Speaker Information
- Surveys
- General

Administration Committee

Mary Washington ElderStudy – *Policies and Procedures* – 2015

Membership Committee

- Official Correspondence
- Committee Meeting Minutes
- Newsletters
- Social Activities
- News of Members
- Brochures
- Membership List
- Remembrances
- Publicity
- Retired University of Mary Washington Faculty
- General

Elderhostel Institute Network / Institute for Lifelong Learning

- Official Correspondence
- Conferences
- General

RECORD OF RECEIPT OF KEY(S)

I acknowledge the receipt of ___#___ key(s) to ElderStudy's filing cabinet located in close proximity to the classroom designated for ElderStudy purposes. I accept the responsibility to ensure that no additional keys are produced and that the cabinet is locked when access is not needed. At the termination of my tenure I understand that I am responsible for returning my key(s) to the Administration Committee Chairperson.

Name	Position	Date
------	----------	------

Approved by:

ElderStudy President (or Vice President)	Date
--	------

Copy to:

- Treasurer
- Chairperson, Administration Committee
- Chairperson, Curriculum Committee
- Administrative Files