**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

**HISTORIAN/ARCHIVES**

**PURPOSE:**

To provide guidelines for maintaining and archiving the historical materials of the chapter.

**POLICY STATEMENT:**

The Historian will be kept informed of the history of Chi Eta Phi Sorority, Inc., the history of the Chapter, and significant events each year.

The Historian will give the history at informational/introductory activities for prospective candidates.

**PROCEDURE:**

1. Historian/designee will take photographs at all functions or events.
2. The Historian will keep a file of all regional reports, minutes and all newsletters.
3. Keep a permanent record of all chapter activities including service projects, anniversary events, and other commemorating achievements.
4. Purged records:
5. Book of reports, regional, every two (2) years, and national every four (4) years
6. Financial records every seven (7)
7. Service letter every year
8. Memoranda every year
9. Ensure that the following permanent records having historical value will be achieved.
10. Annual reports
11. Minutes
12. Glowing Lamp, JOCEPS
13. Handbook of Rituals (all revisions)
14. Constitution and Bylaws (Chapter, Regional and National)
15. History books
16. Fiscal reports
17. Scholarship Recipients
18. Yearbooks
19. Audits
20. Officers
21. Complete the Chapter Historian report form for the Regional Historian annually as designated time prior to the Regional conference meeting.
22. For more detailed information on collecting historical data refer to Chi Eta Phi Sorority Operations Manual (Section 4: Graduate/Undergraduate Chapters, Chapter Historian)