



Historians Make Every Minute Count

The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the annual report. Like minutes, historian records should be kept forever. Record retention and location:

Permanent Record – historically significant items that belong to the unit

- Unit Annual Reports
 - Record of volunteers hours
- List of Charter Members
- Copy of the charter
- First bylaws
- Membership list
 - Including officers and chairmen of committees
- Convention delegates
- Programs
- Activities including Reflections Program, Red Ribbon Week
- Awards received and awards presented

Memory Book – important items that belong to the unit

- Photos
- Press Clippings
- Programs distributed at events

President's Keepsake Book – presented to the president at the end of the term for personal use

- Copies of photos
- Programs
- Copies of important correspondence

Officer's/Chairman's Procedure Book

- Job description
- Bylaws
- Agendas and minutes
- Budget, financial reports, audit report
- Calendar of events
- Newsletters
- Other items as outlined in the Toolkit (2.3.4, page 34)

