

Canadian Anglican Cursillo Secretariat (CACCS)

Archival Policy

Preamble:

The purpose of this archival policy is to establish the framework needed for effective records management for the Canadian Anglican Cursillo Secretariat (CACCS). Every organization should document their purpose, development and operation and through an "archival policy" know what records should be kept for perpetuity and CACCS is no different. With archived documents, the origins and ongoing development of the organization can always be reviewed. Also, because CACCS is an organization with a Charitable Tax Status through the Federal Government, it is necessary to keep a record of its financial transactions on file. As well, when there is no specific "head office" for a volunteer organization such as CACCS, there needs to be one location where individuals can look to find official records for the organization.

The questions which will be answered in the remainder of this document are as follows:

1. Where should the archival records be preserved?
2. What documents should be archived?
3. How often should records be archived?
4. Who is responsible for this action?
5. What happens with documents which are not considered "archival" worthy?
6. What happens with "sensitive" documents? Are they archived? Are they destroyed?

The following are responses to these questions:

1. Preservation:

All archival documents are to be organized and submitted to the General Synod Archives of the Anglican Church of Canada, located in Toronto, Ontario.

2. The following documents are to be submitted to the National Church General Synod Archives for historical purposes:
 - a) Organization – materials relating to the purpose, development, operations or governance of CACS
 - b) Minutes and Agendas – Minutes of all CACS meetings and all Triennial General Meetings, Agendas for all CACS meetings and all Triennial General Meetings
 - c) Correspondence
 - d) Financial – Donations documents (Diocesan and personal), financial statements, bank records, bank statements, budgets, Triennial financial statement, Letter of Review of Triennial Financial Report, Report on Charitable Tax Status
General Synod Archives do not retain bank records or statements permanently. The Treasurer should keep those financial records for not less than 7 years after which they can be destroyed . Budgets, Triennial financial statements, donations documents
 - e) Guidelines/Helpful Hints Papers
 - f) Diocesan Report Forms
 - g) Workshop Materials – Cursillo Learners Workshop (CLW) , Strategy for Evangelizing Environments (SENT) Workshop Materials and any other training materials which may be developed in the future.
 - h) Operational Agreement (Letter of Agreement dated May 1989 between the National Secretariat of the United States Catholic Cursillo Movement, Dallas, Texas and the Canadian Anglican Cursillo Movement)
 - i) Papers developed by CACS other than guideline/helpful hints papers (Archival Policy)
 - j) Miscellaneous (pamphlets, brochures, Strategic Plans, Vision Statements, etc.)
 - k) Miscellaneous Agreements with Other organizations
 - l) All photographs. General Synod Archives can scan the images and provide access to CACS members especially if they are dated and people and occasions identified. The name of the photographer should also be included if possible. These may also be sent in digital form along with copyright owner-

ship for the images, if possible, so that in the future we can ensure long term use and reproduction of the images.

3. How often should paper materials be archived?

Materials to be categorized, packaged and shipped to the National Anglican Church General Synod Archives every **six years**. To do this more often would leave an incoming Chair with no records to guide them going forward, especially if the former Chair only served one three year term.

4. Electronic documents

Documents may be submitted to the National Church General Synod Archives in an electronic format (i.e. flash drive/thumb drive/jump drive) in addition to the paper copies

5. Who would be responsible for this action?

The Chair is to be responsible for this action as the Chair, together with the Treasurer, holds most of the documents to be archived.

6. What happens with materials which are not deemed “archive” worthy?

If it is unclear whether some documents should be preserved they could be sent to Archives where that decision would be made. Those documents deemed not worthy of being archived would be returned to the Chair who would then destroy them.

All other documents held by members and the Chair should be removed from their computers, flash drives and paper documents shredded as they may no longer represent the current stand of the organizations on issues or may no longer be the guiding policies. In fact, I would suggest that when an individual ceases to be a member of CACS, then that individual should agree to remove all files pertaining to CACS from their hard drives and other file storage systems and shred all other paper documents.

7. “Sensitive” documents

All sensitive documents should be “destroyed” by the Chair unless they have some direct effect on the development or ongoing policy of the organization. The Chair should discuss this with the Episcopal Advisor for the organization before destruction of the documents. Most documents in this category likely represent a single issue and may not be significant to the history of the organization. However, General

Synod Archives will hold records deemed sensitive and designated CLOSED to public access without permission of the CACS Chair if certain circumstances deem that records of these episodes may need to be kept over the long term or kept secure in their vault, i.e. issues of sexual abuse or bullying and other conflicts that might occur.

Documenting the history of the Canadian Anglican Cursillo movement and the work of the Secretariat is very important and will highlight the life of Cursillo in the history of the Anglican Church of Canada should someone in the future wish to look back.

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