



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 stored?
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. **Storage:**

All archival documents to be organized and submitted to the National Anglican Church Archives, located in Toronto, Ontario.

2. **Documents to be archived:**

The following documents to be submitted to the National Church Archives for historical purposes:

- a) **Organization** – materials relating to the purpose, development, operations or governance of CACS including the organization’s Constitution.
- 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
- 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, Website guidelines, etc.
- k) **Miscellaneous Agreements** with Other organizations

3. **How often should paper materials be archived?**

Materials to be categorized packaged and shipped to the National Anglican Church 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 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 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?

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.

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.