



## Interagency Committee of State Employed Women (ICSEW)

Policy: 1000

Policy Name: History Committee

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### **PURPOSE**

This policy provides information, general guidance, and expectations of Historian.

### **INTENT**

The intent of this policy is to preserve archives of ICSEW information and provide historical retrospectives to members and all state employees through publication of articles in the *InterAct* newsletter.

### **SCOPE**

This policy applies to all ICSEW members and subcommittee chairs.

### **POLICY**

The Historian assists the ICSEW in cataloging and storing of past ICSEW information, documentation of activities, and educational materials. The Historian will accept new information and materials from committee members and subcommittee chairs to incorporate with archival materials.

The Historian will evaluate current storage facility needs, research cost effective methods, and propose improvements to the Executive Board. The Historian will evaluate archival practices and procedures to keep in line with new technology.

### **PROCEDURE**

The Historian may host events to gather information from past members and subcommittee chairs. Storage of ICSEW information will be maintained, available, and inventoried as necessary.

### **RELEVENT LAW AND OTHER**

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Revised Date: 5/2/2017

Board Approved:

Committee Approved:

Policy #: 5.04

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