

PRESERVATION OF HISTORICAL DOCUMENTS AND RECORDS

- 1. Purpose:**
The International Association of Women Police shall set forth policy for the safeguarding and preservation of official and unofficial records and documents of historical value to the IAWP Foundation (IAWPF)
- 2. Objective:**
To preserve IAWPF documents in an appropriate format for future use and research and to set forth John Jay College of Criminal Justice as the repository for these documents to be stored and maintained.
- 3. Procedure:**
 - 3.1. The IAWP Historian shall be responsible for the archival of all official and unofficial documents and records of the IAWPF in a format agreed upon with John Jay College of Criminal Justice.
 - 3.2. The President shall send a copy of all official IAWPF correspondence, contracts, and agreements, and other historically significant documents to the Historian annually so that they may be archived.
 - 3.3. As directed, members of the IAWPF Board of Directors shall provide copies of all official IAWPF correspondence, agreements, affiliate information, and other historically significant documents to the Historian annually so that they may be archived.
 - 3.4. The Historian shall maintain a listing or catalog of the IAWPF archival information in conjunction with the system used by John Jay College of Criminal Justice.
 - 3.5. The Historian shall take precautions to protect all archived materials from harm or destruction.
 - 3.6. The Historian shall provide access to all archived materials to the current IAWP President. Access may be through a secured digital storage medium which the President may view on line.
 - 3.7. IAWP will retain the authority to identify which archived materials are confidential and not for public access.
- 4. Attachment A:**
Attachment A is the Agreement with John Jay College of Criminal Justice.

Proposed April 4, 2001

Adopted April 12, 2002

Amended April 13, 2003

Amended April 2, 2004 – format only

Amended September 18, 2009 – to content and format

Amended April 2, 2017