

PRESERVATION OF HISTORICAL DOCUMENTS AND RECORDS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.
- 2. Objective:**

To preserve IAWP 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. Historical Preservation Committee:**

The IAWP President shall appoint a chairperson for the Historical Preservation Committee. The appointed chairperson shall serve as both IAWP and IAWPF Committee Chair. The appointed chairperson shall recommend a minimum of three IAWP members to serve on the committee, one of whom shall be a member of the IAWP Foundation Board of Directors. Individuals selected for the Committee should represent the diverse makeup of the IAWP membership.
- 4. Procedure:**
 - 4.1. The Committee shall be responsible for the archival of all official and unofficial documents and records of the IAWP in a format agreed upon with John Jay College of Criminal Justice.
 - 4.2. The President shall send a copy of all official IAWP correspondence, contracts, and agreements, and other historically significant documents to the Committee Chair annually so that they may be archived.
 - 4.3. As directed, members of the IAWP Board of Directors shall provide copies of all official IAWP correspondence, agreements, affiliate information, and other historically significant documents to the Committee Chair annually so that they may be archived.
 - 4.4. The Committee Chair shall maintain a listing or catalog of the IAWP archival information in conjunction with the system used by John Jay College of Criminal Justice.
 - 4.5. The Committee Chair shall take precautions to protect all archived materials from harm or destruction.
 - 4.6. The Committee Chair 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.

IAWP will retain the authority to identify which archived materials are confidential and not for public access.
- 5. Attachment A:**

Attachment A is the Agreement with John Jay College of Criminal Justice.

Proposed April 4, 2001

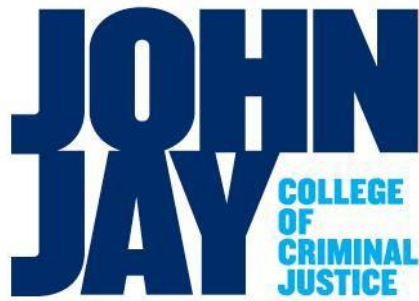
Adopted April 12, 2002

Amended April 13, 2003

Amended April 2, 2004 – format only

Amended September 18, 2009 – to content and format

Amended April 2, 2017
Amended March 8, 2020
Amended March 24, 2021



Special Collections

**Lloyd Sealy
Library**

524 w59th St. New York City 10019
212-484-1164 | libspcoll@jjay.cuny.edu
guides.lib.jjay.cuny.edu/specialcollections

March 6, 2019

DEED OF GIFT

Name of Donor/Agent:

International Association of Women Police
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Bowie, Maryland 20715 United States
301-805-0784 | 301-464-1402
iawp@iawp.org

Contact information:

Historian
Georgina Bellamy
United Kingdom
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Description of Donation:

1. **Records of the International Association of Women Police, IAWP** - 18 boxes (17.5 linear feet)
2. **IAWP, Papers of Dr. Lois Higgins** - 26 boxes (25 linear feet)
3. **IAWP, Papers of Felicia Shpritzer** – 1 linear foot (1 box)

Description: Materials related to the history and administration of the International Association of Women Police (IAWP). Including documents from annual training conferences, correspondence, membership lists, photographs, news-clippings, memorabilia, DVDs, CDs and videotapes.

The papers of Dr. Lois Higgins and Felicia Shpritzer contain materials generated and collected over their careers as police women as well as some materials relating to their tenures as presidents of the IAWP.

Restrictions:

Copyright of materials created by the IAWP is retained by the organization.
Copyright of materials created by Felicia Shpritzer and Lois Higgins is retained by their next of kin.

Upon mutual agreement between IAWP and the Lloyd Sealy Library, some portions of these records may be restricted from researchers for a maximum of 50 years at which time the status of restricted will be redetermined, or destroyed in the interests of privacy, security or confidentiality. All duplicates and materials not relevant to IAWP and not wanted by Lloyd Sealy Library shall be discarded.

To Whom It May Concern:

I hereby give to John Jay College of Criminal Justice the above described materials and transfer all right and title to this property. .

This material will be placed in the Special Collections Room of the Lloyd Sealy Library of John Jay College and made available to qualified researchers, including full access to the donor, with copyright and additional restrictions detailed above.

Signature of [someone authorized by IAWP]

Date

Signature of Dr. Larry Sullivan, Chief Librarian

Date