

## **Archival Policy**

The following steps shall be taken on a yearly basis in order to archive the records of the CSSF, Inc.

1. The financial records and the minutes of the Board of Director's meetings for the current fiscal year will be backed up first. The previous years' records will be archived as resources allow.
2. The current year's electronic records should be e-mailed to identified individuals (a minimum of two or three) to serve as an ex-officio distributed back-up. As appropriate, CSSF, Inc. documents should also be listed and accessed as pdf files via the CSEF web site.
3. All previous year's documents, data and information should be archived electronically on CD-ROM as resources allow.
4. Where electronic files exist, pdf files will be created and stored on CD-ROM. Where such files do not exist, the information will be scanned and stored in an analog format (jpg, gif, etc.) on CD-ROM.
5. Yearly, CD-ROMs should be produced containing all of the CSSF, Inc. records with an index and distributed to the CSSF, Inc. Executive Committee at the end of each fiscal year. The master copy should be stored in a facility which is secure and environmentally controlled. This facility should maintain the complete electronic version of the master set of data.