

5-5-1993

## 1993-94 UNOPA Archives Committee Meeting

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May 14, 1993

TO: UNOPA Executive Officers and Board of Directors

FROM: Kathy Bennetch, UNOPA President *Kathy*

SUBJECT: What to keep and what to toss?

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All records from your committee and the past five (5) years records should be handed down to the next committee director. The attached outline should help sort out what to keep and what to toss. (Please keep this outline with your records for the next director.) The Employee Concerns Committee records are vital for a history trail and should be kept longer. See explanation in the attached outline.

Let me know if you have questions. Thanks. Happy cleaning!

## UNOPA Archives Committee Meeting

May 5, 1993

Present: Kathy Bennetch, Luise Berner, Sandy Lineberry, Linda Pence, and Michelle Sieber

All UNOPA committee records will be kept for five (5) years. Each committee director needs access to records of the association that shows what has recently happened.

**Employee Concerns** Committee materials are vital to the history of issues being researched. Proposals that have reached the final "completion/approved" stage will be forwarded to the Archives.

All other "pending" proposals will be retained with the Employee Concerns Directors files. The current listing of representatives on university committees (with terms indicated) needs to be in both the current files and the Archives.

**Awards Committee** materials contain the history of the following awards: Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Silver Pen and Boss of the Year Award (plus any new established award). A complete listing of recipients must be maintained at all times. Because of the importance of this history a complete set should be sent to the Archives also each year.

The **Publicity** Director has the scrapbooks and photo's. Five years of materials should be kept with the director for display at membership functions. After five years, place in the Archives.

The following materials should be sent to the Library Archives by the Recording Secretary at the end of year's term:

- Listing of Entire Board of Directors  
(complete with all replacement names and dates of appointment)
- Final Listing of Standing Committee members  
(for PSP records)
- Final Membership Roster
- Minutes of all Executive Board and General Membership Meetings.
- Attendance Records of workshops (for PSP records)
- Treasurer's Final Summary of expenses and Audit Report
- Constitution and Bylaws (current and all revised editions)
- Employee Concerns "completion/approved" proposals (tells the how, when and why of each idea)
- Listing of Employee Concerns representatives (terms included) on university committees (i.e., Parking Appeals, Police, U-Wide Fringe Benefits)
- UNOPA NOTES (all copies)
- Flyers and Meeting Programs
- Annual Report
- Photo's and Scrapbook
- History of Awards (descriptive outline of each award and a complete listing of recipients)