

## **National Ski Patrol Northeast Division**

### **Archival Records Selection Criteria**

The intention of these guidelines is to assure that the most relevant records of the Northeast Division are collected and preserved in the context of the space, fiscal and human resources available. It is also intended to identify and select those records created or received by the Division, and its subunits, that provide a complete and accurate picture of the Division over time.

Specifically these record should document organization and governance; key functions and activities; major developments and achievements; and relationships with its various stakeholders. In addition the records should be able to show:

- what the Division and the various subordinate units of the Division did
- when, where and how it did it
- why it did it in a particular way
- who were the key staff involved and why
- what were the results of it
- what impact did it have and who was affected by it

In essence the idea is to document higher level functions of the Division or its units (such as policies or procedures and changes to the same) rather than transactions (such as invoices, ledgers, or non-substantive communications). For the most part the only records that should be included are records created by the Division and its subunits, the exception being records that supply the context for a change in the Divisions policies or procedures. For example National Board records would only be included in the Division records if they had a direct effect on a Division policy.

Examples of some document types that usually meet these criteria:

Charters

Incorporation records

Constitutions and by-laws

Minutes and agenda

Substantive communications (correspondence, memos, telegrams, etc.)

Reports (annual and financial)

Membership lists

Newsletters or other publication—one copy of each issue or instance

Statistics

Procedure manuals

Training curricula and documentation

Statistics

Questions? Please contact

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