



NORFOLK FIELD NATURALISTS

POLICIES AND PROCEDURES	
RECORDS MAINTAINED IN ARCHIVES	
NO.: 04	DATE: September 12, 2017 AMENDED:

Policy

The Norfolk Field Naturalists wishes to retain its minutes, financial records and other relevant materials for historical and archival purposes.

Procedure

The Secretary, or another Member of the Board of Directors, will ensure that copies of the Year End financial records, Minutes of the Annual General Meeting, Special Members' Meetings and Board of Directors' Meetings, issues of the Lotus Newsletter, the Brochure of Events and other relevant materials are given to the Port Rowan/South Walsingham Heritage Association to be retained for historical and archival purposes.