

**ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA**

Number 1.30.60
Subject History and Archives Committee
Effective Date 4/21/2010
Committee History and Archives

Organization/Standing Committees/History and Archives Committee

I. Mission Statement

The mission of the History and Archives Committee is to preserve, protect, and maintain the permanently valuable archival records of St. James Lutheran Church and to oversee the development of historical interpretations of the life of the congregation.

II. Committee Composition

- A. The committee shall be composed of the following members:
 - 1. At least one Congregation Council representative.
 - 2. At least one Office Staff member (Usually the Office Manager).
 - 3. Anyone else willing to participate on the committee.
- B. The committee will select a chairperson.

III. Committee Responsibilities

- A. The committee shall have the following responsibilities:
 - 1. Develop and maintain policies for the archives.
 - 2. Survey and identify location of all historical records for possible retention in the archives.
 - 3. Identify and maintain space that can be used to store records of long-term historical value.
 - 4. Organize and maintain materials according to archival methods.
 - 5. Make preservation assessments.
 - 6. Oversee the development of histories of the congregation.
- B. The committee is accountable to the Congregation Council and the senior pastor for the oversight of these responsibilities.

IV. Policies for the Archives

- A. Policy on use and access – to be determined.
- B. Policy on records that are confidential and relate to individual privacy needs – to be determined.