

2. All other Guild documents and materials:

Under the current Guild By-Laws, the Secretary is responsible for transferring all documents and Guild materials to the Library and Archives. This excludes those materials relating to the Indian Fair & Market as listed above.

Guild documents and materials should include, but are not limited to, the following:

- Minutes for each Guild Board Meeting of the current Guild year
- Year end reports from each Board Member
- Year end reports from the President, President-Elect, and Past President
- Financial reports as provided by the Treasurer
- Any Guild published materials, e.g. brochures for Guild trips, information brochures, etc.
- Membership list or spreadsheet
- Photographs, digital or prints, of Guild people and events (Note: people and events must be identified)

Materials should be transferred to the Library and Archives as one bulk package, at a time convenient to the Guild. They may be in paper or digital format.