



## PNAVA Policies and Procedures

### Archive & Historian Policy

Policy Number: 1.4 Reviewed: Created 6/2021 Revised: Created 3/2022 EB Reviewed & Approved: 5/2022 Original Date: 3/2021
--------------------------------------------------------------------------------------------------------------------------------------

#### **PURPOSE**

1. To create an archive of the PNAVA organization and the lived experience of the Filipino nurse in Virginia.
2. To develop a methodology for collecting primary source material.
3. To make efforts to expand primary source collection (ex: letters, diaries, journals, speeches, interviews, photographs, and artifacts) beyond the PNAVA and its membership to include all Filipino nurses in Virginia.
4. To preserve the history of the PNAVA in Virginia.
5. To provide archived educational material and resources on the history of Filipino nurses in Virginia for members and the community.
6. To inform both organizational policy and also health policy at the local and state level.

#### **POLICY**

1. The president will hold overall responsibility and accountability for maintaining the archive and ongoing additions of historical records.
2. The recording secretary will be responsible for the digital management and preservation of historical records.
3. The primary objective of the archive is to record the organizational history of the PNAVA and will include all the functions, processes, and activities during each presidential term.
4. The secondary objective of the archive is to collect historical records pertaining to the subjective experiences of Filipino nurses within and outside of the organization who live in Virginia.
5. Historical records may take the following forms:



## PNAVA Policies and Procedures

- a. Organizational reports and memos
- b. Letters
- c. Newsletters
- d. Photographs
- e. Oral history transcripts
- f. Artifacts

### **PROCEDURE**

#### **Internal Source material:**

1. The historical committee will work closely with the president to validate the accuracy of historical records concerning both individuals and the organization for publication in the newsletter.
2. All standing committees are responsible for accurately recording all activities and submitting a written report for the executive board and general body meetings.
3. The following documents shall be submitted to the Archive Chair:
  - a. President's Annual Report
  - b. Executive Board, Chairs, and Chapter Members Directory
  - c. Minutes of Executive Board Meetings, General, and Committee Meetings.
  - d. Year-End Treasurer's Report
  - e. Exhibits of Projects and activities- flyers and photos if not published in the newsletters or journals.
  - f. Newsletters, journals, legal documents/communications, and newspaper clippings.
  - g. Bylaws, policies and procedures if there are any changes/amendments.
4. Digital record management such as electronic mail, word-processed and spreadsheet documents and websites must be saved on a secured computer network (cloud server) or an equivalent system (external hard drives, CDs or flash drives).
5. Digital record storage and management will be the responsibility of the Secretary and the PNAVA archive committee.
6. Non-electronic records or paper record collection (e.g. souvenir programs, chapter reports and other records) must be marked, properly labeled, placed on a secured receptacle.



## PNAVA Policies and Procedures

### External-Primary Source Collection

1. The Archive and Historian committee will utilize archival research and oral history to collect primary source material in the community.

### **REFERENCE (S)**

### **ATTACHMENT(S)**

1. Revision History



## PNAVA Policies and Procedures

### Attachment 1: Revision History

Original Author: Isabelita Paler & Ren Capucao

Reviewed: 3/2022 P&P Committee

President: 2020-2022 Catherine Paler