

# West Wilts u3a Archive Policy

1. Subject to agreement with the Wiltshire & Swindon History Centre, the History Centre will be the repository for the deposit of all archive material belonging to the West Wilts u3a.
2. Material will be deposited either in physical form or in electronic form as may be available and appropriate.
3. Archive material will be deposited every five years or such other period as the committee may determine.
4. The following material will be deposited:
  - AGM Minutes
  - Annual Financial Reports
  - Committee Minutes
  - Policies
  - Constitutions
  - Meeting Reports
  - Magazines and / or newsletters
  - Photographs, videos and other ephemera considered relevant to the history of the u3a

Approved by the committee on 4<sup>th</sup> July 2024

Signed .....

Dennis Drewett  
[Chair of the meeting]