

Guild Historian

1. Gather historical records of the Guild, especially the early years where records have been lost.
2. Organize and maintain the historical paper records in plastic file box(es) as needed to preserve the records and protect from water damage.
 - a. Work with Webmaster/Website Chair(?) to convert paper records to .pdf files for long-term storage on the website and/or current guild backup drive
3. Typed documents shall be stored as Word or Excel files if considered revisable. All typed documents that are not to be revised shall be saved as .pdf files.
4. Backup electronic records and typed documents on the current guild backup drive
5. Assembled materials may be viewed at the meetings. Make requests to the Historian prior to the meeting via the Guild Historian email address.
6. Answer any questions directed to the Guild Historian email address.