



League of Women Voters of New Mexico Job Description - Archivist and Historian

Role:

Maintain records that are needed to preserve the institutional memory of LWVNM.
The archivist/historian may be “off-board”.

Responsibilities:

Ensure that LWVNM positions are well-documented

- Collect, from appropriate Study Committee, the documentation supporting the development of a new position or an updated position, including at a minimum
 - materials distributed for study
 - unit meeting notes
- Annually, obtain report about how LWVNM positions have been used for lobbying from the Action Committee Chair
- Annually, update the LWVNM Position History paper

Maintain a complete set of files, including

- *La Palabra*
- All publications (Voters Guides, Voters Key, etc.)
- Board, Council and Convention minutes
- Agendas and handouts for LWVNM events
- See Records Checklist in other Portfolios

Develop archival policy

- Determine which documents need to be kept indefinitely
- Determine how long other files need to be kept before discarding
- Identify LWVNM record storage locations
- Develop a policy for augmenting periodically the archives of LWVNM at the Southwest Research Center (Zimmerman Library, UNM)

RECORDS CHECKLIST

DOCUMENT	COMMENTS
Records and Archives Policy	<i>Create, then maintain</i>
Archive lists	<i>UNM and local</i>
Short-term records list	<i>Update as items are discarded</i>