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

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>COMMENTS</th>
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<tr>
<td>Records and Archives Policy</td>
<td>Create, then maintain</td>
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<tr>
<td>Archive lists</td>
<td>UNM and local</td>
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<tr>
<td>Short-term records list</td>
<td>Update as items are discarded</td>
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LWVNM Archivist

December 2010