

FMW Records and Handbook Committee: 2012 Annual Report

Activities of the Committee in 2012 included:

1. Updates to the *Handbook*
2. Placement of the *Handbook* on the FMW website
3. Management of records according to the Records Management Policy
4. Transfer of pre-1990 records to Swarthmore University Library

The Committee has the following priorities for 2013:

Records

1. Execute Records Management Policy
2. Place special emphasis on populating committee files with current and past meeting minutes and other documents with enduring value
3. Update Records Management Program
4. Manage archival audio-visual materials

Handbook

5. Implement changes to the *Handbook* to reflect Meeting for Business activities
6. Update and incorporate committee policy statements as appendices to the *Handbook*

2013 Committee Personnel

Todd Harvey, clerk

Harry Massey

Barbara Monahan

Hayden Wetzel, ex-officio (historian)

Debby Churchman, ex-officio (FWM administrator)