



**American Guild of Organists
Sarasota-Manatee Chapter
Executive Committee Meeting
August 16, 2024
Church of the Redeemer, Sarasota**

Subject: Records Management

Summary of Topics:

- Status, location, and inventory of all chapter records
- Hardcopy Storage: Physical storage and protection of hardcopy records
- Softcopy Storage: Electronic storage and protection of softcopy records
- Access controls for all records
- Scan/digitization of historic and current records
- Select records to publish on chapter website
- Disposal criteria for hardcopy and softcopy records

Actions to Consider Going Forward:

1. Identify location/holders of all current and historical records
2. Create inventory of records
3. Identify essential records (necessary for charter compliance)
4. Assess hardcopy and softcopy storage needs
5. Determine access controls needed
6. Develop priorities for media conversion (digitizing archived records)
7. Confirm release protocols (website publish, newsletters, e-blasts, etc.)
8. Confirm criteria and protocols to dispose of records

One Example: Physical Records Archive

Location: St. Boniface Episcopal Church
5615 Midnight Pass Rd, Sarasota, FL 34242
Local Host: James Guyer (Organist/Choirmaster)

Pictures of Site Inventory: [AGO Archive Pics](#)

Physical records include the following (rough inventory):

- a. Historic Ledger (Manatee Chapter) – 1950's thru early 1960's
- b. Historic Ledger (Sarasota Chapter)
- c. Charter (Sarasota Chapter)



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- d. Minutes & Financials 1950's thru early 2000's
- e. Newsletters (Montre)
- f. Member Directories
- g. Event Posters, Announcements, Programs, etc.
- h. Psalms to Palms 2010
 - o Bank records
 - o Planning info
 - o Governor's Greeting & Appreciation Acknowledgement
 - o Program book
 - o List of Exhibitors
 - o Other

Observations:

- a. Records are somewhat haphazardly organized, inconsistently annotated, and appear to be what contributors have deemed "worth keeping"
- b. Could find no formal file plan to understand what's there, why it's there, how complete it is, "official" vs. "unofficial" records, etc.
- c. Many records are in a state of deterioration ... older records obviously more at risk. The ravages of time are not on our side!

Recommendations for the Physical Archive:

- 1. A new lock be installed with 2 keys (local host, AGO Secretary)
- 2. Physical records should be co-located at a church or other publicly accessible site affiliated with a current member of the chapter leadership team (Dean, Sub-Dean, Treasurer, Secretary)
- 3. Complete a more thorough inventory of records
- 4. Scan essential records and create a digital archive. Scan non-essential records as deemed necessary or if resources allow
- 5. Devise a disposal strategy for hardcopy records (ravages of time has already started this process!)
- 6. Utilize physical archive records to remind members of the historic records we have:
 - a. Regular features on the website and newsletters
 - b. Display hardcopy artifacts at member meetings (careful handling!)