

First Unitarian Universalist Church of Nashville
Policy and Procedures

Section: General & Administrative

Adopted: January 17, 2017

Digital Archive Policy

The purpose of this policy is to establish which reports and documents will be included in FUUN's digital archive, who should have access to the archive, who should administer the archive, and how members may get access to read-only documents.

1. Types of Reports and Documents

The following reports and documents shall be included in the digital archive:

- a. Approved Congregational Meeting Minutes
- b. Compiled Reports for Congregational Meetings
- c. Approved Board Meeting Minutes
- d. Monthly Compiled Board Reports – which include the following:
 - Lead Minister
 - Associate Minister for Music/Director of Music
 - Director of Communication
 - Director of Lifespan Religious Education
 - Office Administrator
 - Membership Coordinator
 - Childcare Coordinator
 - President
 - Vice President/President Elect
 - Treasurer
 - Ministerial Council
 - Operations Council
 - Program Council
 - Resource & Development Council
 - Task Force Reports
 - Timeline
- e. Endowment Trust Reports
- f. Task Force Final Reports
- g. Policies
- h. Other documents as deemed appropriate

2. Access to the Digital Archive

The Board President, Lead Minister, Secretary of the Congregation (or designee) and the Church Administrator (or designee) are authorized to have “edit” access to the full digital archive. The Secretary or Church Administrator will upload the documents identified above.

3. Availability of Documents

FUUN members may submit requests to the Church Administrator for specific documents or reports. The requesting individual must have a Google account to be able to access Google Drive. Documents requested will be sent in “view” mode.