

## **FAMDA Archiving & Legacy Policy**

This policy provides a framework for preserving the history, achievements, and cultural contributions of FAMDA. Archiving ensures that future generations can access records of past productions, festivals, and organisational milestones.

### **1. Purpose**

- To safeguard FAMDA's artistic and organisational history.
- To maintain accessible archives of productions, festivals, and governance records.
- To recognise the cultural significance of FAMDA within the South Gippsland community.

### **2. What to Archive**

- Governance records: constitutions, minutes, annual reports.
- Production materials: programs, posters, scripts (final versions), cue sheets.
- Festival records: schedules, adjudication summaries, awards lists.
- Media: photographs, video recordings (where available).
- Publicity: newspaper articles, reviews, marketing materials.
- Key correspondence relating to milestones or community recognition.

### **3. Storage & Access**

- Digital copies of all key materials to be stored in the FAMDA Google Drive Archive folder.
- Physical copies (programs, posters, photographs) to be stored in a designated archive box, clearly labelled by year.
- Access to archives controlled by the Committee, with copies available to members and researchers upon request.

### **4. Roles & Responsibilities**

- The Secretary oversees governance records and ensures they are filed.
- Production teams submit final versions of production materials at the end of each season.
- A designated Archivist (or committee member) ensures archives are organised and catalogued annually.

### **5. Legacy & Community Access**

- Consider periodic exhibitions or digital showcases to celebrate FAMDA's history.
- Share selected archival material with local museums, libraries, or the South Gippsland Historical Society.
- Preserve key items that represent the cultural contribution of FAMDA to the region.

## 6. Review & Improvement

- Review the archiving process every three years to ensure materials remain accessible and secure.
- Explore opportunities for digitisation grants or partnerships to expand public access.
- Update the policy as needed to reflect changes in technology or committee practice.

This policy ensures FAMDA's legacy is preserved and accessible, supporting both historical research and community pride. It is the responsibility of all committee members to contribute to the accurate and respectful recording of FAMDA's history.

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