

Catholic Women's League Archival Checklist

Task	¶	Comments/Notes Dates
1. Original Charter, framed and displayed. List of Charter Members.		
2. Minutes of Executive/General Meetings		
3. Motion Books		
4. Accounting Records (keep for 5 years)		
5. List of parish presidents. Spiritual advisors (names , addresses, and terms of office)		
6. Lists of names of recipients of Maple Leaf Service Pins,/Belle Guerin, Service Pins, including dates of presentation		
7. Record of anniversary dates of all members		
8. Written Histories		
9. Scrapbooks and/or albums labelled by date and event		
10. Annual reports		
11. Special Project File with financial statements		
12. Each Presidents written report of the highlights of her term		
13. List of deceased members with date of death		
14. Correspondence of historical interest		
15. Resolutions initiated or adopted by the council		