

Archivist

A. Archives Contents: The Æthelmearc Archives shall consist of all business records of Æthelmearc that are put into the Archivist's keeping.

The Archives will also house all of the Consent to Participate and Release Liability waivers that are signed at any event or martial practice that occurs within the Kingdom of Æthelmearc.

B. Records Delivery: All documents that are to be put into the Archives may be delivered to the Archivist at any of the duly defined Kingdom events or any other event within Æthelmearc by arrangement with the Archivist in writing, or may be mailed to the Archivist's home address.

C. Cataloging

1. The Archivist shall develop and maintain a catalog of ALL records of Æthelmearc that are put into his or her keeping.

2. Copies of the Catalog: With the exception of "closed matters", copies of the respective chapters of the catalog shall be sent to the Crown and each Kingdom Officer pertaining to records that each has sent to the Archives. "Closed Matters" are defined as:

a. Pollings (including branch status and baronial election ballots);

b. Materials pertaining to "Decisions of the Crown";

c. Other materials deemed as "closed" by the Crown as a result of an approved petition to the Crown by an Officer of State, including the Archivist. "Closed Matters" may not be accessed except by expressed written order of the Board of Directors of the Society for Creative Anachronism, Inc.

D. Release of Archival Material

1. Except for Æthelmearc Officers, the Crown, Their Heirs, and the Society's Board of Directors, all requests for materials in the Archives must be made to the office from whom the materials in question originated. Once the request has been made and an affirmative response has been received from the officer from whom the information is being sought, a request for release of the material in question may be made to the Archivist. Said requests must meet the following criteria before they can be considered:

a. The person making the request MUST be a current, PAID member of the Society.

b. The request must be in writing and delivered by the U.S. Postal Service (i.e., email requests shall not be considered), and include proof of current Society membership as refined by Corpora.

c. The request must include copies of all correspondence with the office from which the material in question originated. Provided these criteria are met, the Archivist shall work in cooperation with the office from which the requested materials originated to release them to the member who made the inquiry.

2. Æthelmearc Officers may freely request materials from their section of the Archives.

Any requests for materials outside of their respective section of the Archives must include copies of all correspondence with the office from which the material in question originated.