

Chapter 5: Files and Correspondence

Each Minister of Arts and Sciences should have a file of reports, letters and publications that belong to the office. These files should be kept in a sturdy container for durability and ease of transport. These files do not belong to any person but to the office and are to be passed along with the job.

If you are taking over as MOAS make sure you get the files from your predecessor. If you are a new MOAS you will have to start your own files. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office such as letters of introduction, letters of resignation, etc. Be sure to include the modern date on all correspondence. Refer to Chapter 6, Quarterly Reports, for guidelines on mailing SCA-related items.

Reports and Report Forms: Keep a copy of each report you send to the Baronial MOAS (if your group is a Canton), the Baron/ess and Regional MOAS. Keep a blank copy of the current report form in your files. A blank Quarterly Report form can be found in Appendix A - Report Form.

Publications: This includes the MOAS Handbook, the Middle Kingdom Arts and Sciences Faire Judging Criteria, Arts and Sciences newsletters, and any other publication purchased for the office. If these were purchased by the group they belong in the files. If you purchased them, and did not donate them, they are your property.

Guild Charters: A copy of charters for each guild in the local group, if any. Refer to Chapter 10, Guilds, for more details.

Office Regalia: This includes medallions, tabards, seals, pins, and any other symbols of office purchased by the group or donated by anyone.

If you are part of an established group, you may choose to archive any files over two years old. Be sure to check with your local seneschal on the location of your group's archives and the proper procedure for archiving old files.