

SAMPLE MANDATE

NATIONAL BAHÁ'Í ARCHIVES COMMITTEE

Purpose

The purpose of the National Bahá'í Archives Committee is to preserve the history of the National Spiritual Assembly of the Bahá'ís of _____, its committees and agencies, and of the Bahá'ís of _____ who have contributed or are contributing the national life of the community, by preserving suitable archival material associated with these bodies and persons and to ensure the proper functioning of the National Bahá'í Archives.

Goals

1. Determine policies for acquiring materials suitable for the National Bahá'í Archives.
 - a. Develop and maintain a program to identify and acquire originals or photocopies of Tablets of 'Abdu'l-Bahá and letters from Shoghi Effendi
 - b. Develop and maintain a program to identify, acquire and authenticate sacred relics and other artifacts associated with the history of the Bahá'í Faith
 - c. Help develop and maintain a records management program at the Bahá'í National Center to ensure the transfer to the National Bahá'í Archives of administrative records of permanent value.
 - d. Develop and maintain a program to identify and acquire personal papers of Bahá'ís of national import. Personal papers should also be collected that will document the diversity of the National Bahá'í Community by time period, racial, religious and ethnic background, geographical location, occupational or educational background, etc., or a combination.
 - e. Develop and maintain an oral history program to record the personal recollections of Bahá'ís.
 - f. Maintain a collection of printed matter about the Bahá'í Faith by Bahá'ís and non-Bahá'ís, including all literature published by the national publishing trust and its predecessors.
 - g. Maintain a collection of photographs.
2. Determine policies for the accessioning of materials suitable for the National Bahá'í Archives.
3. Determine policies for the processing of materials acquired by the National Bahá'í Archives.

4. Determine the personnel requirements of the National Bahá'í Archives, hire the archivist and monitor his/her work.
5. Maintain suitable quarters for the National Bahá'í Archives, including a reading room for researchers, and a suitable environment for the archival holdings.
6. Develop policies governing access to the National Bahá'í Archives and restrictions on confidential material, with the approval of the National Spiritual Assembly.
7. Develop and maintain security programs to protect the National Bahá'í Archives from theft, fire, vandalism, war, flooding, etc.
8. Maintain a conservation program to restore damaged archival material, using professional conservators when necessary.
9. Develop educational programs and reference materials that will be of assistance to other Bahá'í archives, particularly at the local assembly level. Offer periodic courses to local communities and Bahá'í schools.
10. Develop and maintain exhibit facilities in the National Bahá'í Archives.
11. Prepare the Archives Committee budget, based on input from the archivist.
12. Undertake such other services as may be requested by the National Spiritual Assembly from time to time.

Reporting Procedure

1. Report regularly the progress of the National Bahá'í Archives and Archives Committee to the National Spiritual Assembly.
2. Prepare an annual report to the National Spiritual Assembly.