



THE PRESIDENTIAL FILES

What to Keep and What to Throw

Items to keep:

- **Chapter Plan of Action**
- **State Plan of Action**
- **Chapter newsletters**
- **Agendas from general and board meetings**
- **All manuals issued by the state organization**
- **President's manual**
- **Any official correspondence received from your district director or the state organization**
- **Copies of monthly treasurer's reports**
- **District newsletters**
- **President's CIP material (keep current and one year past)**
- **Copies of project reports**
- **Copy of your year-end evaluation**

Items to throw:

- **Your monthly president's report that was submitted to the DD**
- **Copies of presidential pin and medallion nominations**
- **Copies of district award nominations**

These lists do not include all items, as each chapter is unique. The best rule of thumb is to put yourself in the shoes of your successor. What would have been beneficial for you to receive from your past president?