

Mentoring Artists for Women's Art (MAWA) – approved Sept. 1, 2011

Archive

Policy

MAWA collects and archives documents (in print and electronic form) and other materials (including videotapes, audio tapes, photographs and other media) that MAWA's staff deems relevant to MAWA's history.

Procedures

Archive materials may come from MAWA's holdings or from individuals.

Individuals who wish to donate such documents or materials will not receive any remuneration or tax receipt for their donations. Once an item enters the MAWA archive, it becomes the property of MAWA.

Archive materials, including MAWA's administrative, financial and programming records, are catalogued by MAWA archive staff and volunteers according to MAWA's file structure of records management (see attached), and then periodically deposited with MAWA's historical materials at the Provincial Archives of Manitoba.

All files, with the exception of personnel files, may be reviewed by any member of the general public at the Provincial Archives of Manitoba, as per the provincial Archives' rules and regulations.