

HOSSC Historian Guidelines

The Historian files, organizes and maintains all records of the Club. All members of the HOSSC have the ability to review records upon request. All records will remain with the HOSSC Historian.

Annual Requirements

Historian shall receive and organize all HOSSC files. These may be electronic copies or hard copies. All files should be maintained by year in an easily accessible format according to subject matter.

Bimonthly Requirements

None