



(Kansas)

NARFE RECORDS RETENTION

April 2001

Suggested Records that NARFE Chapters should retain. Based on NARFE Secretary Correspondence, January 25, 1996.

1. Charters, Articles of Incorporation, Constitutions and Bylaws - Permanent.
2. Historical files, including minutes of meetings and reports of committees that are part of the Minutes - Permanent.
3. Officer rosters - Permanent unless information has been included in a permanent chapter History.
4. Financial records including bank statements, canceled checks, paid bills, etc.
-3 years; however, if the chapter files income tax papers, IRS requires records be kept for 7 years.
5. Correspondence - 1 year unless it would be of historical value, then it should be in the Historical files.
6. Chapter Activity reports and other Headquarters-generated printouts- 1 year or until no longer useful.
7. Copies of Headquarters publications (Monthly Bulletin, Washington NewsLetter, Recruiter's Journal, PR News and Views, Service Officer News - 1 year or until no longer useful.
8. NARFE manuals and handbooks - Permanent or until revised or superseded.

**EIN: The (Employee Identification Number) is the number assigned by IRS to your chapter for accounting (Bank accounts) Chapter Treasurers should be sure that the EIN is in their Treasurer Files. NOTE: Banks should have this Number recorded with your chapters Bank Account.

***Disposition of old records: Financial Records, Membership rosters and correspondence that Contains names and addresses should be disposed of in such a way that they cannot be used by a Third party.

AUTHORIZED USE OF LOGO

POLICY I - 90 - 3 FEBRUARY 9- 1990
(SUPERSEDES ADMINISTRATIVE MEMO NO 86-6 -ISSUED 7-5-88)

The logo of the National Association of Retired Federal Employees is registered with the U. S Department of Commerce, Patent and Trademark Office. The registered logo is comprised of the seal, acronym and full name of the Association. The seal includes a rope border encircling the words "National Association of Retired Federal Employees."

In order to protect and secure the integrity of the logo registration, the following policy concerning the uses of the NARFE logo is in effect:

1. NARFE federations and chapters may use only the registered logo on any official federation or chapter documents and stationery. All documents and stationery items hearing the NARFE registered logo must also carry the federation or chapter name and number. A federation or chapter cannot use the NARFE logo to promote outside interests, employment, or activities, or to represent itself as the national organization.
2. NARFE federations and chapters will request permission to use the NARFE logo to produce and sell emblematic items which are not offered for sale in the NARFE-MART catalog.
3. NARFE federations and chapters may not produce items that are offered for sale by the national office.
4. Any request for permission to reproduce the NARFE logo will be sent on official federation or chapter stationery to the national President and signed by the federation or chapter President or Vice President. The request will describe in detail the item to be reproduced and state its intended use and distribution. The federation or chapter will be notified in writing by the national President that permission has been granted or denied. This may be written across the request, and signed and dated by the national President, with original files at headquarters and copy to the requesting individual as proof of approval or denial. If permission is granted, the official NARFE artwork must be used and may be requested from the national public relations office.



KANSAS STATE FEDERATION OF CHAPTERS

NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES

"CHAMPION OF THE FEDERAL RETIREE"

NARFE CHAPTER _____

Date _____

Invocation: _____ Time _____

Pledge of Allegiance

Introduction of New Members and Guests: _____

Dinner or Lunch: _____

Program: _____

Reading of Last meeting's minutes and treasurer's reports: Yes or No

Corrections: Yes or No Additions: Yes or No

President's Report: _____

Officer's Reports:

Secretary and Treasurer _____

Vice-President: _____

Second Vice-President and/or Third Vice-President: _____

Committee Reports:

Legislative: _____

Membership: _____

Service Officer: _____

Alzheimer: _____

Historian: _____

Sunshine: _____

(A brief notation on the above reports, if given, noting any outstanding info)

Public Affairs: _____

Calling Committee: _____

Unfinished business: _____

New Business: _____

Announcements: _____

Next Meeting: _____ Time: _____

Adjournment: _____ Time: _____

Comments on meeting: _____

SUGGESTED NARFE CHAPTER PROGRAMS (1/24/2005)

1. CITY AND COUNTY

- a. Probate Court, talk on probates
- b. County Treasurer, talk on tax collections, other fields of treasurer responsibility.
- c. Appraiser Office, discuss property taxation, setting mill levies, evaluation of property
- d. Sheriff's Department, discuss any of the following at different chapter meetings; Scams, 911, home security, neighborhood watches, numbers in jails, problems with inmates being held. What happens to confiscated drugs, etc?
- e. City police, crime security, juvenile problems, neighborhood watch, etc.
- f. Register of Deeds, what record keeping is done within the department, information that is available in Register of Deeds office that might be of interest to NARFE members and public.
- g. County Clerk's office, what records are kept what are the day to day operations that the public might be interested in?
- h. County Commissioners, report to NARFE members on public issues.
- i. County Extension Agent, discuss gardening, lawn care, etc. The Home Economist discusses nutrition, exercises, etc.

2. LIBRARY

- a. What the library has to offer in the way of books, large print, taped books, talking books, research, daily publications, and what services might NARFE members offer to the library.
- b. Genealogy Department, What is available for research. What is genealogy? What the genealogy department needs.
- c. Inter Library-What is available through this source.
- d. What is offered on computers and the Internet?

3. COUNTY HEALTH DEPARTMENT

- a. What is offered and what is done in this department that would interest and help seniors.

4. HEALTH

- a. Hospitals.... What physical fitness programs do they offer, what services are offered to the Senior Age Group?
- b. Dentists can talk on dental care.
- c. Druggist can talk on medications, drugs, their interaction, and new drugs.
- d. Optometrist can talk on eye care and new treatments.
- e. Alzheimer's program.
- f. Have a Health Insurance Company talk on their insurance, such as BC/BS or GEHA (Plan ahead on this)
- g. Hospice availability and use.
- h. Doctor, Nurse, or some other qualified person to talk on physical fitness
- i. Have a funeral home talk on pre-planning for funerals and burial.

5. LEGISLATION

- a. Invite Federal, State representatives, Senators to speak and report on current legislative issues.
- b. Silver Hair Legislature report.
- c. State Insurance Commissioner talk on insurance.

6. LEGAL PROFESSION

- a. Talk on probate, wills, small claims, etc.

7. SCHOOLS

- a. Musical Programs, Art, Plays, Debate Teams
- b. Community Colleges draw on their talents on subjects of interest to members.

8. FOREIGN STUDENTS

- a. Invite them to talk about their countries.

9. NARFE

- a. Invite the Federation President to speak on current NARFE issues, possibly a joint chapter meeting. If the Federation has Area or District Vice Presidents, invite them to speak.

Chapters usually limit the time of a speaker; thus the speaker does not normally cover all areas of interest to NARFE chapter members. Consider inviting them back at another time and date, possibly next year. PLAN the chapter meeting so that the speaker is the program.

HERE IS A LISTING OF NARFE CHAPTER OFFICES THAT NEED TO BE FILLED EACH YEAR.

(Please step up and help provide leadership to help protect your Retirement Benefits. Do Not leave it all up to someone else.)

**Place a check mark (X) on the line(s) Jobs you would be willing to do now, or in the near future. Complete and turn this form in to the Chapter President, or to a person designated by the President."

1. *President: _____

*8 Secretary _____

2. *Vice President _____

*9 Treasurer _____

*3. Alzheimers Committee: _____

*10. Publicity: (Newsletter) _____
Articles for Newspapers: _____

*4. Legislative Committee _____

Legislative: PAC Coordinator: _____

*11. Calling Committee: _____

*5. Program Chairman; _____

*12. Chaplain: _____

*6. Membership Committee _____

* 13. Historian: _____

*7. Service Officer: _____

@@All positions listed above are important to a chapters well being. Those Designated with a *can use your leadership and support. Be a part of the team and and contribute some of your time and talents.

Comments: _____

+++ PLEASE SIGN AFTER COMPLETION AND BEFORE TURNING IN:

Sign Here: _____

