

507.1 STANDING COMMITTEES

Standing committees shall be as listed in this article. Unless otherwise specified in this article, the president, with the concurrence of the Executive Committee, shall appoint the chair of each committee, and the president, with the concurrence of the committee chair, shall choose committee members from the individual membership of USMS. When practical, each committee shall have representation from each zone. Committee chairs and committee members shall serve at the pleasure of the president. Each standing committee shall report to an officer of the corporation, who shall be an ex officio member of that committee. Standing committees shall conduct business as necessary throughout the year and shall meet in conjunction with the annual meeting of the House of Delegates. Each committee member shall have one vote. The president may appoint associate members to committees that have reached their full membership. Associate members have participatory rights but no vote or automatic delegate status. The executive director or designee shall be an ex officio member of each standing committee. Associate and ex officio members shall have voice but no vote.

USMS HISTORY and ARCHIVES COMMITTEE

USMS 2011 Rule Book Article 507.1.5 – History and Archives

“The History and Archives Committee shall record, collect and preserve documents, stories, photos, exhibits, oral histories and other memorabilia in an appropriate repository and in durable formats to ensure that the achievements of USMS and Masters swimmers will be maintained for posterity. The archived information shall be made available. The committee shall consist of the committee chair and sufficient members to execute the committee function.”

The History and Archives Committee Policies

Policy Regarding Preserving Stories and Photos of Masters Swimmers

1. The subject must be or have been a registered Masters swimmer (AAU Masters or USMS).
2. Before a story is posted on the USMS website, the History and Archives Committee must obtain the subject's permission and approval to post the story. In the case of deceased Masters swimmers, an effort must be made to contact and obtain approval from a relative. If a relative cannot be found, then the story can be posted, but will be removed on request. If the subject changes his or her mind and asks that the story be removed, then it will be removed from the website.
3. Before a picture is posted on the USMS website, the History and Archives Committee must obtain written permission from the subject of the photo and obtain the name of and permission from the photographer, if available, prior to posting the photo. It is assumed that subjects who submit photos of themselves for posting are giving the H&A Committee permission to post.
4. The History and Archives Committee does not post stories published by other media without written permission including previously published photos. Links to stories written or published by other sources can be added without obtaining written permission. If a previously published story is inadvertently posted, then it will be removed on demand.
5. Any story to be posted by the History and Archives Committee on the USMS website must be reviewed and verified for accuracy and veracity by the History and Archives Committee to the best of the committee's ability.
6. Permission information will be maintained by the H&A Committee.

Policy Regarding Preserving USMS and AAU Masters Documents and Exhibits

1. The History and Archives Committee does not post birth dates in publicly accessible locations unless written permission is obtained from the person involved or the information is of public record such as in an obituary.
2. The History and Archives Committee does not post other sensitive personal information without approval of the subject and providing that the information meets the standards of appropriate disclosure.
3. Any document to be posted by the History and Archives Committee on the USMS website must be reviewed and verified for accuracy and veracity. No document that contains inaccuracies or is not truthful will be knowingly posted by the committee. If inaccuracies or untruths are later discovered, then the document will be revised, corrected or updated.
4. Because of the constant improvement and change of digital and archival formats, actual paper versions of certain documents must be preserved and maintained whenever possible. Original hard copies of USMS

historical data are stored at the Henning Library, located at the International Swimming Hall of Fame (ISHOF). Hard copies of documents and other materials are made on acid free paper for archiving (storing) at the Henning Library.

5. Backup digital formats of historical documents are maintained and also stored in CD, DVD and any newer digital storage media as well as on hard drives located on personal computers and on the USMS server.
6. A list of archived material stored at the ISHOF Henning Library is maintained by the History and Archives Committee and is updated periodically to ensure that USMS history is being stored and that lists of archived materials is as up to date as possible.

Policy Statement Regarding How and When to Change Archived Data

1. Proposed corrections to USMS archive data involving USMS Pool All-Americans, USMS Long Distance All-Americans, USMS Pool All-Stars, USMS Long Distance All-Stars, USMS pool national records and USMS long distance national records generally will require the approval of either the USMS Records and Tabulation Committee chair or the Long Distance Committee chair as well as the History and Archive Committee chair if the correction involves the addition or deletion of a swimmer to the All-American and/or All-Star lists or if the correction changes the name of the person credited with a national record. The approval of the current USMS Records and Tabulation Committee chair is required when the data proposed for correction involves USMS Pool All-Americans, USMS Pool All-Stars or USMS pool national records. The approval of the current Long Distance Committee chair is required when the data proposed for correction involves USMS Long Distance All-Americans, USMS Long Distance All-Stars or USMS long distance national records. A request will be made to the USMS webmaster, who will be authorized to change and/or update the data and will be requested to do so in a timely manner.
2. The USMS History and Archives Committee will submit the proposed correction to the archived data only after doing complete research into the data being questioned and only when there is clear evidence that a correction is warranted. The History and Archive Committee acknowledges that there may be or may have been errors in the data submitted to the History and Archives Committee for archiving. Although it is not a high priority of this committee to search out and discover past errors, the committee will research potential errors and take appropriate action when potential errors are discovered by the History and Archives Committee or are brought to its attention.

Policy Regarding Preserving Oral Histories of Masters Swimmers

1. The oral histories collected by the History and Archives Committee and posted on the USMS website are recollections of USMS and AAU Masters members. The History and Archives Committee notes that some of the recollections or memories in the oral histories are not always accurate.
2. The History and Archives Committee makes every effort to record oral histories verbatim. Obvious clerical or transcriptional errors are corrected for clarity. Obvious inaccuracies are not corrected; however, the inaccuracy should be noted wherever possible.

Policy Regarding Maintaining the USMS Olympians List

1. An Olympian is anyone who has been verified as being a member of the U.S. Olympic Team or the Olympic team of another country.
2. Extensive research is done if someone claims or is believed to be an Olympian. Verification is done by comparing birth dates, locating name changes and using official Olympic records and USMS registration data. A liaison from the U.S. Olympic Committee is consulted whenever possible to verify a claim that a swimmer is an Olympian.
3. The History and Archives Committee maintains the USMS Olympian list, which is composed of USMS or AAU Masters members who are verified to be an Olympian regardless of the country represented or the sport in which the Olympian participated. This list is posted on the USMS website. Any changes made to this list must first be verified by the History and Archives Committee.