

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**HISTORIAN**

No. **28**

Date Created: 20 Oct 2001

Revised: 27 October 2012

1. The historian shall serve in the secretary's department with the rank of D/Lt.
2. He shall be the official custodian of the District archives which shall be maintained for:
  - A. Records designated for permanent retention.
  - B. Preservation of historical data.
3. The retention files are to be catalogued in the following manner (see SOP No. 29, Record Retention):
  - A. Minutes
  - B. Organizational Structure
  - C. Regulations & Guidelines
  - D. Interlaker
  - E. Historical information
  - F. Copies of District and Squadron Annual Reports, charters, Certificates of Incorporation, and Pennant design and heraldry.
4. Each District officer shall be responsible for categorizing, packaging and labeling permanent record retention data before forwarding to the historian.
5. The historian is responsible for the organizing of historical data, and development of chronological packages or reports about particular activities or events relating to District involvement with National, squadrons of the District and other organizations.
6. The historian shall maintain a liaison with each squadron historian. He shall:
  - A. Provide assistance in the development and maintenance of squadron historical records.
  - B. Provide a District seminar for squadron historians to promote communications between National and the squadrons.
  - C. Obtain a yearly summary report from each squadron historian outlining the squadron's activities and forward a copy to the National Historian or his designee.
  - D. Prepare a District Annual Report and file a copy, along with Squadron annual reports with the National Historian.
  - E. Maintain a set of minutes for loan to members, including a record of accountability until returned to the archives.
7. At the request of the D/C, the historian shall develop or assist in the development of special historical displays or reports pertaining to District or District related activities.

8. Provide a listing of squadrons that have achieved 100% History Reporting since their inception to the District Secretary.
  - A. For the first time (Plaque and Certificate to be presented at the Fall Conference Meeting).
  - B. For the current year (Certificate to be presented at the Fall Conference Historian Seminar).

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