



**PHILIPPINE LUZON DISTRICT (PLD) OF KIWANIS INTERNATIONAL, INC.  
K36**

**PLD RESOLUTION NO. 2025-016  
ADOPTING A COMPREHENSIVE DIGITAL ARCHIVING SYSTEM FOR ALL OFFICIAL  
REPORTS, BOARD RESOLUTIONS, AND DISTRICT RECORDS FOR SYSTEMATIC  
DOCUMENTATION AND HISTORICAL PRESERVATION**

WHEREAS, the PHILIPPINE LUZON DISTRICT OF KIWANIS INTERNATIONAL (the "District") recognizes the vital importance of maintaining accurate, accessible, and permanent records of its administrative and legislative actions;

WHEREAS, traditional physical record-keeping is subject to logistical challenges, physical deterioration, and potential loss during leadership transitions;

WHEREAS, the District Board of Trustees aims to modernize its operations by transitioning to a "Paperless Initiative" to ensure transparency, accountability, and the preservation of the District's historical legacy;

WHEREAS, on December 18, 2025, a Special Board of Trustees Meeting was duly called and conducted via Zoom Video Conferencing, where a quorum of the Board of Trustees was present and presiding;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved during the said Special Board Meeting, that the District officially adopts a Digital Archiving Policy, mandating the electronic filing and systematic storage of all official reports, Board Resolutions, and vital District records.

RESOLVED FURTHER, that the District Secretary, currently **RICARDO FRANCISCO MIRANDA**, is hereby authorized and directed to:

1. Establish and manage a secure, centralized Cloud-based Repository for all District documents;
2. Implement a standardized digital indexing system to ensure the ease of retrieval and searchability;
3. Ensure that all "born-digital" documents and scanned versions of historical physical records are backed up in at least two (2) secure locations.

RESOLVED FINALLY, that this Digital Archiving System shall serve as the official "Institutional Memory" of the District and shall be formally turned over to succeeding administrations to ensure continuity and operational efficiency.

**ADOPTED** this 18th day of December 2025, during the Special Board of Trustees Meeting.

CERTIFIED TRUE AND CORRECT:

ATTESTED BY:

**RICARDO FRANCISCO MIRANDA**  
District Secretary, AY 2025-2026

**STACHYS NEIL E. ESPINO**  
District Governor, AY 2025-2026