

Branch Archives

- I. President's Report
 - A. Emphases
 - B. Significant liaison with other organizations
 - C. Projects
 - D. Special Accomplishments
- II. Officer and chairmen lists
- III. Yearbooks
- IV. Fiscal reports
- V. Minutes
- VI. Reports of committee chairmen and other officers on special accomplishments

Minutes should include those of the Board of Directors, the Executive Committee, workshops, conventions and any special meetings.

A scrapbook of publicity should be kept by the historian and placed in the archives as desired.

From the AAUW Raleigh/Wake County (NC) branch files.