

HISTORIAN

Emphasize space, permanence, accessibility

Use acid-free folders and boxes.

Is micro-film available?

Keep: HISTORICALLY VALUABLE MATERIAL

- Branch Charters

- By-laws

- Minutes

- Past Presidents' correspondence

- Branch History

- State History

- Branch Newsletters

- Financial Ledgers

- Directories

- Pertinent scholarship material

- Newspaper articles

- Photographs

- Contracts

- Convention programs/transcripts

- Association policies and projects to which branch adheres

Don't save: Old receipts, forms, routine correspondence, members' lists, publications for members' use

REMEMBER; HISTORICALLY VALUABLE

From AAUW NC Files. c. 2003?