

Preserving Historical Records

**Handbook For Compiling
a Branch History**

**New York State
American
Association of
University
Women**

This Handbook should be kept
in the Branch files for reference

Table of Contents

Part One: New York State

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Introduction	3
Sources and Records for Branch Histories	3
New York State Archives	4
Books and Pamphlets on AAUW History	6
Procedures	7
Problems	8
Things to Keep in Mind When Writing a Branch History	8
Ways of Using Branch Histories	8
Archival Preservation	9
Sources:	15

Part Two: Association

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Introduction	10
How to Choose a Facility	10
What Should You Keep?	10
What Not to Keep	11
The AAUW Archives	11
Conclusion	12
Bibliography Of Archives Readings	12
Glossary Of Archival Terms	13
Acid Free Paper:	13
Acidity:	13
Appraisal:	13
Archives:	13
Arrangement	13
Conservation	13
Finding Aids	14
Inventory	14
Original Order	14
Preservation	14
Record Group	14
Repository	15
Series	15
Appraisal And Arrangement Of Archival Records	16
Practice Exercise	16
Contents Of File Cabinet	16
Arrangement Procedures	17
Appendix	18
Checklist For Annual Update Of Branch Records	18

Preserving Historical Records Handbook For Compiling A Branch History New York State

Introduction

Each Branch in New York has its own unique background, depending on the locality, the times, and the make up of its membership. Although all Branches deal with issues promoted by the Association and the state, they do so in ways which are appropriate for their own communities. They also initiate additional projects as the need arises and study relevant problems in their own geographic areas.

Individual Branch histories, therefore, form a microcosm of the history of the State and Association, and only by preserving their records can there be an accurate account of the activities and importance of AAUW.

As several Branches in New York reached their centennials and found difficulty in reconstructing their pasts, historical preservation became an important issue. It was realized that whether the Branch was 10 years old or 100, it was wise to initiate an ongoing program of preservation.

The projects and accomplishments of AAUW are of interest to many. Scholars of the women's movement and those in other fields, such as education and sociology, find valuable information in the records of the organization at all levels, from the Association to the Branch. Local historians learn more about their communities through studying about AAUW Branches.

Sources and Records for Branch Histories

There are many types of Branch records and documents in the files of the president and other officers which may be used to piece together the Branch history. The following items are useful and should be kept and organized each year.

1. Minutes for regular and annual meetings
2. Minutes and information about projects, including the procedures, results, chairs, and participants
3. Treasurer's reports and financial ledgers
4. Reports of Committee chairs and other officers
5. Branch publications
 - a. Directories and membership records
 - b. Yearbooks which list members, meetings, etc.
 - c. Branch officer and committee lists
 - d. Newsletters and bulletins
 - e. Program of meetings, banquets, and special events
 - f. Histories
6. Photographs

7. Newspaper articles about meetings, projects, members and their activities (not limited to AAUW)
8. Scrapbook
9. Educational Foundation records
 - a. Amounts given
 - b. Named gifts
 - c. Recipients
10. Correspondence of President and others
11. Branch Scholarship applications
12. Oral histories
13. Branch Profile file of individual members
14. State publications
 - a. District meeting programs
 - b. State Convention programs
 - c. Other official publications

New York State Archives

These are stored in the Department of Rare Books and Special Collections of the Rush Rhees Library, University of Rochester, Rochester, New York 14627 (River Campus). The Rare Books and special Collections Department is open 9-5, Monday through Friday. Phone (716) 275-4477, Some materials are available in other parts of the library during their regular library hours. Reference Department phone: (716) 275-4478.

New York state AAUW materials may be found in three categories

1. 11 boxes in the Department of Rare Books and Special Collections,
2. bound volumes of publications, etc., and
3. microfilms.

The contents of the 11 boxes of historical files are as follows:

Box 1 - Area Conferences of 1964-70, Caravan, 1965-71, and History of New York State (books, pamphlets);

Box 2 - Board minutes, 1964-68, Convention business meetings, by-laws, counterparts mailings;

Box 3 - committee letters, 1966-68, Directories, state calendar, state Branch president's conferences, incomplete Branch histories (1950-56);

Box 4 - state Convention information including newspaper clippings and pamphlets;

Box 5 - Board data, 1964-66, personnel forms by committees, and some Board minutes;

Box 6-9 - Board minutes, 1920-73;

Box 9 - pamphlets on legislation, Study for Action, and Seattle Convention, 1949;

Box 10 - Board of Directors Directories, 1970-74, Division reports, 1976-77, and Annual Convention, 1974-77;

Box 11 - reports, minutes, 1972-77, and New York Division Reports' Newspapers, 1974-78.

Bound volumes contain newsletters, minutes, New York Leader, Leader in Action, and any other publications to date.

There is a set of 158 reels of microfilm entitled American Association of University Women: Archives. 1881-1976. A very brief historical essay on AAUW and a reel-by-reel listing of the contents of the microfilm collection is printed in the following source:

American Association of University Women: Archives, 1881-1976: A Guide to the Microfilm Edition, ed. by Barbara Sokolosky (Sanford, N.C.: Microfilming Corporation of America, 1980). (Microtext and Reference LC 1551 .A553 S64)

These microfilm contain 300,000 pages of primary sources from the AAUW National Archives in Washington D.C. This material is the complete record of AAUW from 1921-1976 and that of its predecessor organization, the Association of Collegiate Alumnae (ACA) from 1881-1921. The microfilm collection is arranged in 10 parts:

Part I - Histories of the AAUW and its Predecessors (Western Association of Collegiate Alumnae Records 1883-1929, Southern Association of College Women 1903-1953. and AAUW 1893-1976 - the largest section of this part), books on the history of the organization and the buildings used as headquarters and papers of various members;

Part II - Records of the Association of Collegiate Alumnae (ACA), 1881-1921 - minutes, reports, constitution and by-laws, committee records;

Part III - AAUW General Records, 1921-1976 - general records, Convention papers, state presidents' conference papers, constitution, publications, 1900-1970;

Part IV - AAUW Administrative Records, 1921-1976 - minutes, reports, task force reports on energy and the World Project operating Committee;

Part V - AAUW Program Committee Records, 1911-1976 - activities of AAUW Branches throughout the country through correspondence, minutes, and reports relating to committees on education, status of women, social and economic issues, the arts, international relations, legislation. and the mass media;

Part VI - AAUW Educational Foundation Records, 1957-1976 - correspondence, minutes, surveys, reports, publications, and material on the Fellowship Program. There are program records in the following: History of the Fellowships Awarded by AAUW, 1888-1929 and Investment in Creative Scholarship, 1890-1956 (Reel 128);

Part VII - AAUW State and Branch Records, 1921-1976 - correspondence, reports, minutes, histories, and associated material relating to AAUW state and regional divisions. By 1912, AAUW divided the U.S. into 10 sections or regions. State divisions were authorized in 1921 (states, DC, and territories). There are Regional Division records from 1921-1976; State Division records from 1918-1976; Branch records from 1917-1976. Branch records are by state, listing Branches in alphabetical order. New York State Division is reel 137, April 1929-July 5, 1973. New York Branch records are reel 140, 1928-1975.

Part VIII - AAUW Relations with Other Organizations, 1920-1976 - affiliations with UNESCO, U.S. Children's Bureau, Association for Childhood Education International, several on education, economic growth, children's books, etc.;

Part IX - Records Relating to the International Federation of University Women, 1920-1976 - information on the IFUW, founded in 1919 with federations in 54 nations, dealing with peace, legislation, teaching, profession, careers open to women;

Part X - Ida Hyde papers, 1867-1947 - correspondence, diaries, scrapbooks, etc. belong to Ida Henreitta Hyde, noted biologist, physiologist, educator, and prominent member of AAUW.

Books and Pamphlets on AAUW History

Talbot, Marion and Lois K.M. Rosenberry. History of the American Association of University Women, 1881-1931, published in 1930. Written for the 50th anniversary of the Association. Probably available through the Association and in the above microfilm collection.

Tryon, Ruth. The AAUW, 1881-1949, published in 1950. Probably available through the Association and in the above microfilm collection.

Books and Pamphlets on New York State History

Vail, Marie Rogers. AAUW: New York State Division: A History, 1920-1952. Published by the New York State Division, AAUW, 1954. Available in NYSD files at University of Rochester.

Biederstedt, Louisa, historian, Dorothy E. Roudabush, and Anne W. Woodruff. The Golden Era AAUW, New York State Division, 1920-1970. (36 pages) Published by the New York State Division, AAUW, 1970.

Smiley, Marilyn, ed., Betty Dearing, Elizabeth Knapp, and Barbara Carrier. New York State Division: The Eighties (8 pages) Published by the New York State Division, AAUW, 1990.

Microfilm entitled American Association of University Women Archives, 1881-1976.
(See above under New York State Archives)
New York State Division - reel 137, April, 1929 to July 5, 1973
New York Branch records - reel 140, 1928-1975

Procedures

1. Appoint a Branch historian (this can be a separate office or one connected with another) and a committee
2. Appoint a photographer
3. Appoint a publicity chair
4. Establish procedures for writing a history and regard everything in terms of posterity
 - a. Write complete and accurate minutes which include names of projects, leaders, dates, and places. Make certain all corrections have been made to the minutes.
 - b. Keep all pictures and document the date, place, occasion, and people
 - c. Retain all publicity notices and use the information about the Branch history for future articles.
 - d. Find Branch records and put them in one place, preferably an archive
 - e. Determine what materials go into that archive at the end of each officer's term
5. Interview members for oral histories on audio or video or both. This can be done for older members, past presidents and other officers or project directors, current members and Officers, etc.
6. Start a Branch Profile, which gives the background contributions, and accomplishments of each member
7. Write the Branch history from its origins to the present, and make plans to keep it current
8. Update the Branch history each year
Keep in the files of the historian, president, vice president, treasurer, newsletter and publicity chairs. Budget some funds (perhaps \$20 to \$50 annually) for preservation. Following is a tentative checklist of information to be compiled for an annual update (see Appendix)
 - a. Names of officers and committee chairs
 - b. Number of members by category - life, honorary etc.
 - c. Summary of programs
 - d. Special projects
 - e. Issues studied and acted upon
 - f. Task Forces – topics, chairs, and members
 - g. Study Groups - topics, chairs, and members
 - h. Public Policy issues
 - i. By-law changes
 - j. Summary of newsletter information
 - k. Summary of financial reports
 - l. Official reports - annual Branch report form, etc.
 - m. Convention theme and highlights
 - n. Association, Regional, or State visitors
 - o. Resolutions from the Branch to the state
 - p. Comments from the President - emphasis and special accomplishments
 - q. Important accomplishments of individual members - both in and out of the organization
 - r. Reports and tapes of oral histories
 - s. Pictures. newspaper clippings. and other publicity items

9. Write an update of the Branch history at least every five years, using the above described checklist information
10. Find an archive in which to store Branch records
11. Notify New York State where the Branch archives are kept
12. Send a copy of the history to New York State officers

Problems

The older the Branch is, the more difficult the task. Records are often stored in boxes and sent from officer to officer. These are frequently placed in out of the way places such as attics or basements, where they disintegrate. There is often no procedure for what to keep and where to store materials. Some records are incomplete or lost.

If Branch records are lost, some sources to consult are the books and pamphlets listed under the heading of Sources. Local newspapers may have articles about the Branch, and members or descendants of past officers may have information or past records.

Things to Keep in Mind When Writing a Branch History

Historical events and the social and economic situation of each decade during the Branch's existence. Influences on the issues and activities of the Branch: Cultural situation - literature, art, music, theater, movies, fashion; Local issues and events and their influence.

Ways of Using Branch Histories

Write the history in book or pamphlet form. Make it a step to the future, not a reminiscence of the past.

Utilize historical information in current publicity about the organization.

Hold celebrations for key anniversaries and promote the accomplishments of the Branch. Invite local dignitaries, nearby Branches, and representatives of other organizations and make it newsworthy.

Write a play or musical production about the Branch or have a fashion show about each decade of the Branch's history.

Place exhibits about the Branch in local stores, banks, and public buildings.

Disseminate pamphlets about the Branch.

Relate the Branch's history to the local community through use of a time line slides, videos, music, costumes, etc.

Write histories of the accomplishments of noted women from the Branch and from the community - the movers and shakers of the past and present.

Archival Preservation

Because of the significance of Branch records, it is important to preserve them in a safe, climate and humidity controlled environment. This might be in an archive in a college or university library, a local library, a historical society, a museum, or a private collection (such as Women's History Collections).

Although the Association Archives hold some Branch publications, the current archivist recommends that Branches, Divisions, and Regions locate a suitable repository in or near their own communities

Following is archival information prepared by Dorothy Sponder, Librarian/Archivist of the AAUW Educational Foundation Library at the Association office in Washington, D.C. It provides invaluable procedures for choosing a suitable archive and organizing materials.

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January, 1992

Preserving Historical Records

Introduction

Several of AAUW's Branches, Divisions and Regions have expressed an interest in preserving their historical records. Some, the Maryland Division for example, have placed records of permanent historical value in university archives. Others have donated their records to local and state historical societies. However, the majority of our Branches, Divisions, and Regions are still in search of a proper system and facility for preserving their historical materials. This outline suggests some steps to take in locating facilities, deciding what to preserve, what to discard, and what to forward to the AAUW Educational Center's archives.

How to Choose a Facility

It is important to choose a suitable facility to maintain your Branch, Division, or Regional records. Keep in mind that state and local depositories often provide the best care and accessibility for local records. Most universities and state or local historical societies maintain professional archives and manuscript collections. Other possibilities include local museums, private special collections (specifically Women's History collections), public libraries and state archives. In selecting a depository for your records, consider the following:

1. Does the staff include a professional archivist or special collections librarian?
2. Does it have adequate space to store the records you plan to deposit?
3. Is the collection maintained in a dry, climate controlled, secure facility?
4. Are the materials stored in acid free folders and boxes?
5. Are there plans to microfilm your records? If not, what suggestion can they offer for the permanent preservation of the records?
6. What type of finding aids are available for their collection? Do the finding aids appear useful, organized, and professional? Will they create a finding aid for your records?
7. Does the facility advertise its collection? How often do scholars, students, and organizations use the collection?
8. What ideas do they offer for making your records accessible to your organization and outside researchers?

What Should You Keep?

The records produced by your Branch, Division or Region may have current, temporary or permanent value. Some record types normally considered to have permanent value for legal, financial, administrative or historical purposes are: charters; bylaws; articles of incorporation; minutes of general, board, or committee meetings; Branch, Division or Region publications; annual reports; research reports; general histories; and financial ledgers.

Records unique to AAUW, such as convention programs or transcripts of proceedings, materials describing programs and their implementation, correspondence files which document the creation of Association policies and projects should also be retained.

The decision to retain a record or record series must be judged according to its current, temporary, or permanent value to the organization. In order to determine the value of a record, consider the following:

1. How often is this record used?
2. What information does it contain that will or might be needed again?
3. Does the information provided describe some historical contribution to society?
4. Does it describe an important event, policy, or program carried out by your AAUW Branch, Division or Region?
5. Does it contain vital legal, financial, or administrative information?
6. Does it contain unique information?
7. How old is the document?
8. Do other materials adequately document the same area in your Branch, Division or Region history?

What Not to Keep

Not all records can be or need to be retained. The value of some records is very temporary. Once their usefulness ends, they should be discarded. Records having temporary value include: old receipts, raw data adequately compiled elsewhere, drafts of publications, old forms, routine correspondence, duplicate letters, publications and reports other than your own, and old requisition forms.

The AAUW Archives

The AAUW Archives, staffed at the Educational Center in Washington, D.C., currently holds some Branch, Division and Regional records. The majority of these are general histories and publications. The AAUW Archives functions primarily to preserve the vital legal, financial, administrative and historical records of the Association, Foundation and Legal Advocacy Fund. Maintaining the records of our Branches, Divisions and Regions would be an enormous undertaking. For this reason, the current archivist recommends that Branches, Divisions and Regions maintain their own records or locate a suitable repository as outlined.

Once the records are deposited in a facility, organized and finding aids created please forward the following to the AAUW Educational Center Library:

1. Name, address and phone number of repository.
2. Name of current librarian or archivist in charge of the collection.
3. A copy of the brochure describing the repository; listing its hours of operation, regulations, etc.
4. A copy of the finding aid and any other material produced by the repository in reference to the Branch, Division or Region's records.

This Information will allow the Librarian/Archivist at the AAUW Educational Center to direct researchers to your repository and provide them with a general idea of the available materials.

Conclusion

The records of AAUW's Branches, Divisions and Regions contain valuable information for our organization and for scholars of the Women's Movement, Education and Social Progress. As the reputation of public and local history continues to grow, your records will be needed. Hopefully, this outline will aid in your search for a proper facility and help in determining what is valuable and what is not. If you have any questions or problems please feel free to contact the Librarian/Archivist at the AAUW Educational Center.

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Bibliography Of Archives Readings

Committees on Finding Aids. *Inventories and Registers: A Handbook of Techniques and Examples*. Chicago: Society of American Archivists, 1976.

Daniels, Maygene F. and Timothy Walch. *A Modern Archives Reader. Basic Reading on Archival Theory and Practice*. Washington, D.C.: National Archives Trust Fund Board, 1984.

Duckett, Kenneth. *Modern Manuscripts. A Practical Manual for Their Management, Care, and Use*. Nashville: American Association for State and Local History, 1975.

Evans, Frank B., Donald Harrison, and Edwin A. Thompson. *Basic Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1974.

Ritzenthaler, Mary Lynn. *Archives and Manuscripts: Conservation*. Chicago: Society of American Archivists, 1983

Swartzberg, Susan G. *Preserving Library Materials: A Manual*. Littleton, CO: Scarecrow, 1980.

Glossary Of Archival Terms

Acid Free Paper:

Paper with a pH 7.0-8.0, in a mildly alkaline or near neutral condition.

Acidity:

That quality in paper which causes its chemical degradation to the point that it becomes discolored and brittle and will ultimately fall apart. Usually expressed as pH value.

Appraisal:

1. The process of determining which records are to be retained as archives, and which will be destroyed.
2. The monetary valuation of gifts of records.

Archives:

1. Those records which are no longer required for current use but have been selected for permanent preservation because of their evidential or informational value.
2. The place (building, room or storage area) where archival material is kept.
3. An organization (or part of an organization) whose main function is to select and make archival records available for use. There are two main types:
 - a. Collecting Archives: An organization which has as its principal function the collection of the records of a variety of organizations, families and individuals. Collecting archives are often referred to as manuscript libraries or manuscript repositories.
 - b. In-house Archives: That part of an institution or organization maintained for the purpose of keeping the archival records of that institution or organization. An in-house archives usually restricts its collecting to material generated by its parent institution or organization or by other closely associated bodies or people. See also *repository*.

Arrangement

The process of putting archives and records into order in accordance with accepted archival principles, particularly those of provenance and original order. If there is no original order, the archivist may impose an order which presents the records objectively and facilitates their use.

Conservation

The physical aspects and processes of preservation of original archival materials.

Preventative Conservation: Those measures taken in order to prevent or delay future degradation of collections, e.g. the provision of environmentally sound and secure storage, the installation of warning devices, the withdrawal, restriction or copying of fragile items.

Restorative Conservation: Those measure taken to repair or restore damaged or deteriorated archival material to its original condition. In doing this, it is important that the evidential value of the original be retained, and consequently repairs are

usually reversible and visible. (This work should only be taken on by a trained and certified conservator.) See also *preservation*.

Finding Aids

1. The descriptive media, published and unpublished, created by an archival repository, to establish physical or administrative and intellectual control over records and other holdings. Basic finding aids include guides (general or repository and subject or topical), descriptive inventories, accession registers, card catalogues, special lists, shelf and box lists, indexes, and, for machine-readable records, software documentation.
2. The registers, indexes, and filing system guides produced by the organization or person who created the records, usually referred to as "control records" or "contemporaneous finding aids". See also *inventory*.

Inventory

A basic archival finding aid that generally includes a brief history of the organization and functions of the agency whose records are being described; a descriptive list of each record series giving as a minimum such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content.

Original Order

The order in which *records* and *archives* were kept when in active use. The principle of original order requires that the original order be preserved or reconstructed, unless it is absolutely clear that there was no original order and that the records had been accumulated haphazardly.

Preservation

1. The basic responsibility to provide adequate facilities for the protection, care, and maintenance of archives, records, and manuscripts.
2. Specific measures, individual and collective, undertaken for the repair, maintenance, restoration, or protection of documents. See also *conservation*.

Provenance

1. The office or person of origin of records, i.e. the entity which created or accumulated and used the records in the conduct of business or personal life.
2. The chain of custody which reflects the office(s) or person(s) that created, received or accumulated and used the records in the conduct of business or in the course of personal life. Identifying and documenting the provenance of records is an essential part of establishing their authenticity and integrity as evidence.
3. In archival theory, the principle of provenance requires that the archives of an organization or person not be mixed or combined with the archives of another.

Record Group

A body of organizationally-related records established on the basis of *provenance* with particular regard for the administrative history, the complexity, and the volume of the records and archives of the Institution or organization involved.

Repository

The building or room, or part thereof, set aside for the storage of archives and/or intermediate records. Archival repositories are often constructed to meet specific environmental standards designed to ensure the longevity of the records

Series

Those records or archives having the same *provenance* which belong together because:

1. They are part of a discernible filing system (alphabetical, numerical, chronological, or a combination of these),
2. They have been kept together because they result from the same activity, or
3. They are of similar formats and relate to a particular function.

Sources:

Couture, Carol and Jean-Yves Rousseau. *The Life of a Document: A Global Approach to Archives and Records Management*. Vehicule Press: Montreal, 1987.

Evans, Frank B., Donald Harrison, and Edwin A. Thompson. *Basic Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1974.

Pederson. Ann. *Keeping Archives*. Australian Society of Archives Inc.: Sydney, 1987.

Appraisal And Arrangement Of Archival Records

Practice Exercise

In the past, your Branch's records were kept in the home of the presiding president. Initially they were kept in a wooden crate, then as the records increased, they were placed in cardboard boxes. In preparation of the Branch's 50th anniversary, a metal file cabinet was purchased and the contents of the boxes were placed in the cabinet drawers.

You have just become the Branch Historian and have been asked to sort and arrange the materials.

Contents Of File Cabinet

Drawer 1:

1. ½ drawer of minutes from Branch meetings
2. ½ drawer of past presidents correspondence
 - Jane Johnson 1950-1952
 - Anne Smith 1952-1954
 - Joan Williams 1964-1966
 - Kate Wells 1968-1970
 - Anne Smith 1962-1964
 - Mary Francis 1954-1956
 - Betty Scott 1956-1958
 - Betty Scott 1958-1960
 - Laura Johnson 1980-1962
 - Margaret Norton 1966-1968

Drawer 2:

1. Branch newsletters in no particular order
2. Financial ledgers
3. Minutes of Branch Scholarship Committee meetings

Drawer 3:

1. Branch directories
2. Newspaper clippings of articles mentioning the Branch or its activities
3. Photographs of Branch events
4. Sales receipts from Branch used-book sale
5. Miscellaneous mailings from the AAUW Educational Center
6. Five copies of the Branch history

Drawer 4:

1. Completed applications for Branch scholarship
2. Additional minutes from Branch meetings
3. Additional correspondence of past presidents
4. Drafts of Branch history

Drawer 5:

1. Graduate Woman 1950-1970
2. Typescript list of names and addresses of Branch members arranged by year
3. Carbon of Branch officers forms (original sent to Membership Dept.)
4. Minutes of Scholarship Committee Meetings

Arrangement Procedures

What do you need to do? How do you begin?

1. Examine contents of all the drawers
2. Determine the record groups
3. Determine the series under each record group
4. Determine what you can discard
5. Determine provenance or the order you will arrange the records
6. Arrange contents into the appropriate groups (as determined by steps #2, #3, and #5)

What are the *record groups*?

1. Minutes of meetings
2. Financial ledgers
3. Past presidents' correspondence
4. Branch publications
5. Photographs
6. Newspaper clippings
7. Branch officer lists
8. Branch Scholarship applications

What are the *series* under each record group?

1. Minutes of meetings
 - a. Branch meetings (arrange chronologically)
 - b. Scholarship committee (arrange chronologically)
2. Financial Ledgers (arrange chronologically)
 - a. No series
3. Past presidents' correspondence
 - a. Each presidents' term of office (arrange chronologically)
4. Branch publications
 - a. Directories (arrange chronologically)
 - b. Branch history (arrange by editions)
 - c. Branch newsletters (arrange chronologically)
5. Photographs (arrange by topic or event)
 - a. No series
6. Newspaper clippings (arrange by topic or chronologically)
 - a. No series
7. Branch officer lists (arrange chronologically)
 - a. No series

8. Branch Scholarship Applications (arrange chronologically) Keep only the applications and related materials for the recipients.
 - a. Scholarship year

In what order do you arrange the record groups or series? (*Choose an arrangement only if no original order or provenance is apparent.*)

1. See Information in parenthesis after each Item listed above.

What can you safely throw away? Why?

1. Typescripts of Branch members' names and addresses
 - a. This information will be found in the directories from each year
2. Graduate Woman 1950-1970
 - a. Not of historical value to the Branch. These would not be placed in the Branch's archives but could be kept for the use of Branch members.
3. Miscellaneous mailings from the Educational Center
 - a. Not of historical value to the Branch. These would not be placed in the Branch's archives but could be kept for the use of Branch members.
4. Sales receipts from the used-book sale
 - a. This information should be found in the financial ledgers
5. Scholarship applications
 - a. Keep only the applications for the Scholarship recipients. All other applications can be thrown away.

Appendix

Checklist For Annual Update Of Branch Records

1. Names of officers and committee chairs
2. Number of members by category - life, honorary, etc.
3. Summary of programs
4. Special projects
5. Issues studied and acted upon
6. Task Forces - topics, chairs, and members
7. Study Groups - topics, chairs, and members
8. Public Policy issues
9. By-law changes
10. Summary of newsletter information
11. Summary of financial reports
12. Official reports - annual Branch report form, etc.
13. Convention them and highlights
14. Association, Regional, or State visitors
15. Resolutions from the Branch to the State
16. Comments from the President - emphases and special accomplishments
17. Important accomplishments of individual members - both in and out of the organization.
18. Reports and tapes of oral histories
19. Pictures, newspaper clippings, and other publicity items