

# **ARCHIVIST-HISTORIAN**

## **Guidelines for LWML Group or Zone**

### **LWML Group Guidelines for Saving Materials**

1. Identify and date everything.
2. Label pictures accurately and clearly by including a piece of white paper with name(s), date, place and purpose. Do not write on back of photos unless you use a photo safe pencil. Photo safe boxes are available at most hobby or office supply stores.
3. Remove all tape, paper clips, and staples.
4. Photocopy all newspaper clippings; newsprint is very destructive to everything it touches. For copies, dry toner copiers and acid free paper are best.
5. Keep materials in labeled folders in the order in which they were produced. Non-acidic file folders and/or large envelopes are best for storage.
6. If scrapbooks are used, use those with acid free pages and top loaders of polypropylene for best protection.

### **Checklist for Group Archivist-Historian**

- Group (society) charter
- Group bylaws plus revisions
- Executive committee minutes
- Board meeting minutes
- Meeting minutes
- Year-end financial reports
- Annual directory, program, brochure, etc.
- Retreat materials
- Servant event materials including plans for execution of event
- Group newsletter articles
- Good photographs properly labeled
- Correspondence which reflects changes, special recognitions, etc.
- Groups are encouraged to write a history of their LWML group

### **Items to Include in Writing a Group History**

- Charter date
- Names of officers, counselors, and committee chairmen
- If possible, give number of group members attending national and district conventions
- Brief description of meetings, service activities
- Don't limit yourself to outline. Give any information of historical value — anniversaries, prayer services, LWML Sundays, amount of mites received, etc.
- Always **SIGN** and **DATE HISTORY**

***THIS PAGE SHOULD BE PHOTOCOPIED AND DISTRIBUTED TO EACH GROUP***

### **LWML Zone Guidelines for Saving Materials**

1. Identify and date everything.
2. Label pictures accurately and clearly by including a piece of white paper with name(s), date, place and purpose. Do not write on back of photos unless you use a photo safe pencil. Photo safe boxes are available at most hobby or office supply stores.
3. Remove all tape, paper clips, and staples.
4. Photocopy all newspaper clippings; newsprint is very destructive to everything it touches. For copies, dry toner copiers and acid free paper are best.
5. Keep materials in labeled folders in the order in which they were produced. Non-acidic file folders and/or large envelopes are best for storage.
6. If scrapbooks are used, use those with acid free pages and top loaders of polypropylene for best protection.

### **Checklist for Zone Archivist-Historian**

- Zone bylaws and revisions
- Executive committee minutes
- Board meeting minutes
- Zone rally minutes
- Zone newsletters
- Rally materials
- Retreat materials
- Servant event materials including plans for execution of event
- Good photographs properly labeled
- Correspondence which reflects changes, special recognitions, etc.
- **Zone history — Update every two years and send copy to District Archivist-Historian** (due June, even-numbered years on form included in this section)

### **Items to Include in Writing a Zone History**

- Charter date
- Names of officers, counselors, and committee chairmen
- Membership — include all units and groups
- Give names of groups — gained or lost
- Brief information on rallies, retreats, workshops, etc. and where held, attendance and other pertinent facts, such as speakers or features, use of offerings, major bylaws changes, and resolutions adopted or carried out
- Any zone boundary changes, new alignment of groups
- Note when a District President or her representative attended a rally or similar function
- If possible, give number of members attending national and district conventions
- Don't limit yourself to outline. Give any information of historical value — anniversaries, prayer services, LWML Sundays, amount of mites received, etc.
- Always **SIGN** and **DATE HISTORY**