

What Do I Do With All This Stuff?

Guidelines for Your AAUW Files

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Look Familiar?



Why Do We Preserve Our Records?

- Help our successors do their jobs
- Remember where we've been
- Preserve our legacy for future leaders
- Preserve our legacy for other researchers



What to Save

- Founding or other legal documents
- Meeting minutes (board, general, special committees)
- Financial reports (year-end, audit, fundraising)
- Directories, rosters, membership lists or cards
- Significant correspondence (documents program, event, policy)(print e-mails)
- Officer reports
- Newsletters
- Project summaries
- Newspaper clippings (include date and source)
- Photographs (include names, event, location)



What to Save

- Audiovisual (preferable converted)
- Guidelines (branch or state)
- Memorabilia (badges, pins, proclamations)
- Scrapbooks (not preferred way to archive photos or other memorabilia)
- State convention flyers, programs



What to Toss

- Drafts, working copies
- Routine correspondence
- Reimbursement forms, receipts, cancelled checks, bank statements, orders
- Duplicates
- Publications from AAUW National
- Publications from other organizations
- For branches, publications from AAUW Nevada



Paper or Digital?

- Whichever you have
- Ideally, both
- If digital, print
- If ambitious, scan



Where Do You Start?

- If you only have a limited time:
 - Consolidate collection in one location
 - Location should be safe and secure, yet accessible
 - Location should be cool and dry
 - Basements, attics, garages are not great choices
- If you're not sure when you can commit to an archiving project, collect and send this year's files



Collect and Evaluate

- Contact current and former officers, members to collect as much material as possible
- For each box, create a very brief description of the contents, including the years covered
- Don't try sorting or rearranging yet



Organize and Arrange

- First, group materials by AAUW fiscal year
- Working one year at a time:
 - Remove duplicates or material that shouldn't be archived
 - Sort material into 4 categories:
 - Reports (includes membership rosters, financial statements)
 - Programs, publicity
 - Yearbooks, directories
 - Everything else
 - Arrange each category in chrono order (July to June)



Tips For Handling Materials

- Documents
 - Be sure all documents are dated
 - Unfold any folded documents
 - Remove metal paperclips or other fasteners
- Newspaper clippings
 - Isolate from other documents
 - Label with date and source



Tips For Handling Materials

- Photos
 - Wear cotton gloves when handling photos
 - Use tracing paper to create a folder for each photo and write identification on the tracing paper
- Scrapbooks
 - If possible, remove materials from scrapbooks
- Plastic sleeves
 - Carefully remove documents, photos from plastic sleeves



AAUW Nevada Archives

- AAUW Nevada's repository for archives is Nevada Historical Society (NHS) in Reno
- NHS founded by Jeanne Weir, a member of the first AAUW branch in Nevada
- Original collection of branch and state material organized in 1980s
- All branches, existing and disbanded, represented



What If You Donated Records Somewhere Else?

- Review your agreement with the other repository to see if moving is possible
- Find out if the repository has a catalog of your records and send that catalog and access instructions to the AAUW Nevada Archive Committee
- Plan to donate all current and future records to the NHS



Getting Your Materials to NHS

- Notify the AAUW Nevada Archives Committee
- Options:
 - Send materials to Archives Committee by USPS, UPS, FedEx
 - Have a member or friend who is traveling to the Reno area bring the materials
 - Arrange for an Archives Committee member to pick up the materials

