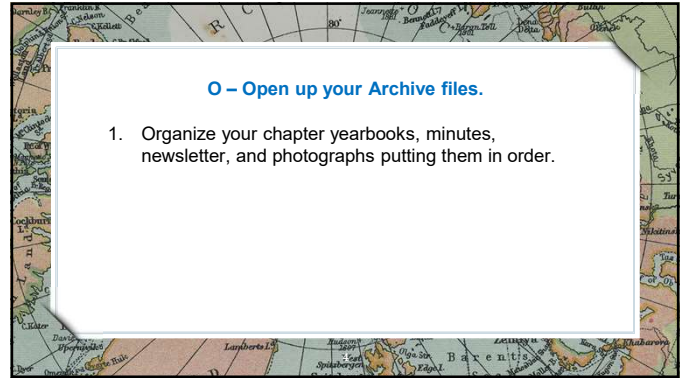
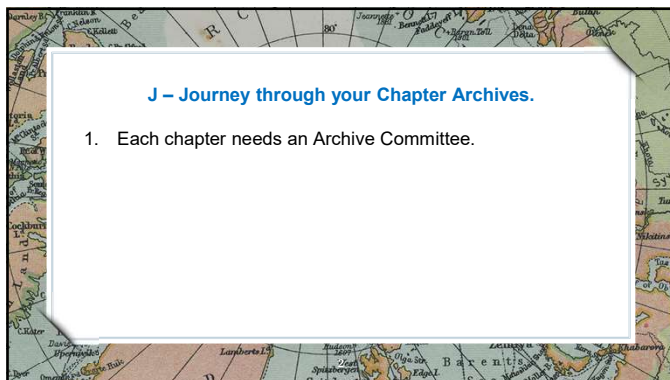


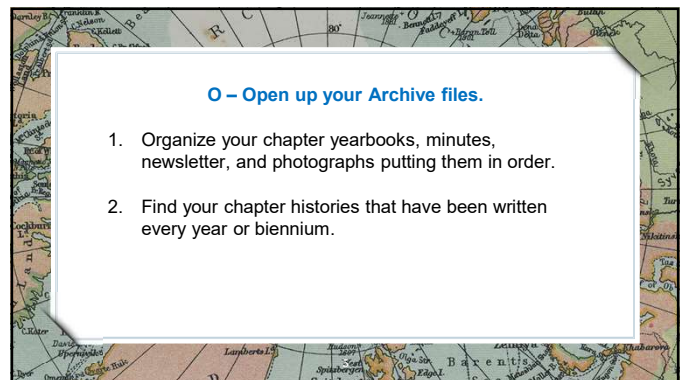
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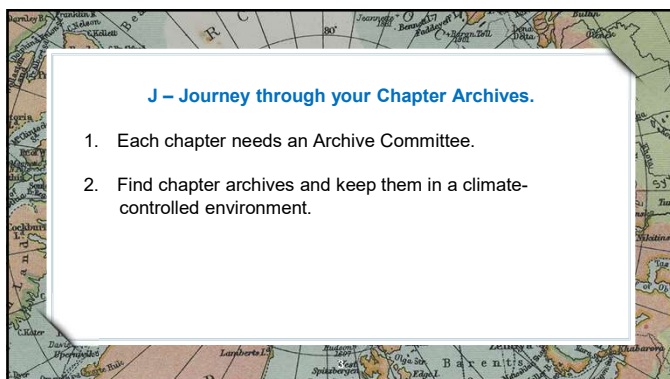
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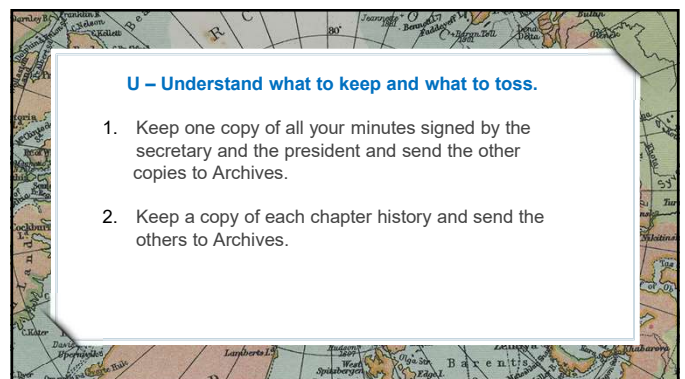
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5



3



6

U – Understand what to keep and what to toss

Turn in every 7 years to Archives:

3. Keep chapter financial records including budgets, meetings, and financial records.
4. Keep membership lists.

7

R – Request a list of the Chapter Histories and Yearbooks that have been turned into state by contacting the Archives Committee Chair.

1. When some chapter histories are missing, ask former presidents if they have written their chapter history.

10

U – Understand what to keep and what to toss.

Turn in every 7 years to Archives:

5. Keep important communication from the Founders or state officers.
6. Keep scrapbooks and photo albums, labeling people, places, and dates.

8

R – Request a list of the Chapter Histories and Yearbooks that have been turned into state by contacting the Archives Committee Chair.

1. When some chapter histories are missing, ask former presidents if they have written their chapter history.
2. If yearbooks are missing, ask chapter members to look and find them for your chapter archives.

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U – Understand what to keep and what to toss.

7. Toss extra copies of papers as programs handouts, etc. cluttering up your Archives.

9

N – Need Chapter Presidents to write their chapter history each year or biennium.

1. Write either a summary or an outline form.

12

N – Need Chapter Presidents to write their chapter history each year or biennium.

1. Write either a summary or an outline form.
2. Keep one copy at the chapter level and send to the state.

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Y- You Find your Chapter Checklist.

Use it to record where items of importance are kept.

The Chapter Charter is listed first on this checklist.
Who has it?
Where is it stored?

Go to www.dkgtxas.org to find the forms under Committee and then Archives

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E – Engage each other by working together to complete Chapter History.

1. Use the minutes, newsletters, yearbooks, newspaper clippings, and photographs to complete the chapter history.

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2021-2023 Archive Committee

Ulana Ratley – Kappa Delta, Area 10 – ulana@swbell.net
Deborah Thomas – Mu Omicron, Area 9
Mollie Kasper – Alpha Tau, Area 9
Katherine Grogan – Delta Omicron, Area 9
Susan Stackfleth – Theta Chi, Area 10
Linnea Grindley – Kappa Delta, Area 10
Shalan Inmon, ex officio – Alpha Sigma, Area 12

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E – Engage each other by working together to complete Chapter History.

1. Use the minutes, newsletters, yearbooks, newspaper clippings, and photographs to complete the chapter history.
2. Do not turn in your yearbooks and minutes to the state archives until your chapter history is written.

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