

SOAR – Securing Official Archival Records

SECURING Your Chapter Archives

1. Each chapter needs an Archives Committee
2. Find the chapter archives and keep in a climate-controlled environment (weather/temp protected)
3. Collect minutes, newsletters, yearbooks, newspaper clippings, and labeled photographs to secure the chapter history for eventual submission to TSO/TWU Archives



OFFICIAL Archives Files.

1. Organize your chapter yearbooks, minutes, newsletters, and labeled photographs, putting them in chronological order.
2. Find your Chapter Histories that have been written every year or biennium, putting them in chronological order.
3. If you prepare a scrapbook/album, consider saving it digitally

ARCHIVAL Materials to be Filed

1. Chapter presidents must write their chapter's history each year or at the end of their biennium, written in either a summary or outline form, and using minutes, newsletters, yearbooks, newspaper clippings, and any labeled photographs to complete the history; one copy should be secured at the chapter and one sent to TSO Archives Chair.
2. Keep membership lists; when submitting to TSO Archives Chair use chronological order of years.
3. Keep important communication from DKG Founders or Texas State Organization officers.
4. Keep scrapbooks and photo albums, labeling people, places, and dates. Submit to Archives Chair after 7 years; remembering that space is limited, a digital record of pages rather than an unwieldy scrapbook or album might be advisable. Do not turn in scrapbooks/albums until a chapter history has been written for the time covered.
5. Toss extra copies of papers such as programs, handouts etc. that may be cluttering your archives.

RECORDS in the form of a checklist from TSO/TWU Archives may be requested by contacting the TSO Archives Chair

1. If 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.
3. Send any additional materials to the TSO Archives Chair
4. Fill out your Chapter Checklist. Use it to record where items of importance are kept. For example, the Chapter Charter is listed first on this checklist. Who has it? Where is it stored?

Go to www.dkgtexas.org to find the TSO Archives Committee members and Chapter Archive Committee information and forms under Committees and then Archives.