



**State Annual Report
2018-2019 Archives Committee
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Goals:

1. Encourage members to maintain and submit their chapter history.
2. Maintain a checklist of chapter yearbooks and histories that have been submitted to Archives.
3. Respond to e-mails and requests from chapter members in a timely manner.
4. Share with chapters the items usually included in chapter archives.
5. Guide chapters in the process of writing a chapter history.

Accomplishments and activities related goals:

1. Presented two workshops at state convention and three sessions at Area Workshops about what to include in chapter archives and how to write a chapter history.
2. As a committee, we spent one day preparing and recording yearbooks submitted to State Headquarters.
3. Assisted with inventory of archival items at TSO Headquarters.
4. Took yearbooks from Headquarters and turned them in to Archives at TWU.
5. Updated the digital files for each chapter that record which years a yearbook and/or a chapter history is on file at TWU Archives.
6. Answered numerous e-mail requests from chapters requesting information about completing their archives and chapter histories.
7. Received updates for the histories from several chapters and took them to TWU.
8. Received and inventoried materials from several chapters, then took them to TWU to be placed in Archives.
9. Assisted with Headquarters Tour of historical archives for Leadership Seminar participants.

Suggestions to Chapters:

1. Update your chapter history regularly, the longer you wait the more work it becomes.
2. Contact Archives chairman for a list and photos of items in your chapter box at TWU Archives to find what items are missing.
3. Submit a chapter yearbook each year even if it only includes chapter membership, programs and committees.
4. Contact committee members when help is needed to find answers about your chapter archives.