TSO Archives FAQ's

1. Can items that aren't "on the list" be placed in Archives?
   Yes, but consider 3-dimensional items carefully (i.e. frames; trophies, etc) and understand that space may be limited.

2. Can members make copies of archived documents if needed for the chapter?
   Yes, if on site at TWU. Otherwise, contact TSO Archives Chair or TSO/TWU Liaison.

3. Is there anything that should <u>not</u> be sent to Archives?
   2-3 copies may be sent, but mass copies are not necessary; keep in mind that 3-diimentional items are hard to fit into boxes. Scrapbooks would be an exception, removing any metal fastenings and labeling pictures. If in doubt, send it.

4. How long should chapters keep records before sending them to Archives?
   Minutes, newsletters, histories, membership information, awards: keep 4-6 years (a good way to send them would be in a labeled folder with a list in the front).
   Financial records (statements; budgets; audits/reviews; dues payments):
   7 yrs; earlier than that may be sent to TWU.

5. How do we get records to Archives?
   Contact TSO Archives committee member, AC, TSO Archives Chair, TSO/TWU Liaison Deborah Thomas, or anyone planning a trip to TSO Headquarters in Dallas. Committee information is on the TSO website; chapter presidents should know AC's.

6. How do we schedule a time to visit TSO Archives at TWU?
   Contact TSO Archives Committee Chair or TSO/TWU Liaison. Due to class schedules, campus events, etc., dates may be limited.

7. What if my chapter doesn't have an Archives Committee?
   You might combine Archives w/another committee. It is most important that someone in the chapter be responsible for preserving the chapter's history. It might be a good idea to designate that responsibility in the chapter's Rules.

8. Should chapters send original documents or copies to TWU?
   Originals would be best, except for charter and induction register.

9. May chapter scrapbooks be sent to TWU?
   Yes; try to identify pictures. Digitizing the scrapbooks is an idea that many chapters are employing. The flash drive would be sent in a labeled envelope.

10. How should photographs be sent?
    Labeled photographs may be sent in an envelope.

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11. How do we send newspaper clippings?
    Clippings may be sent in a folder with a list of the clippings at the front. The same is true for awards, correspondence related to chapter history, Annual Reports by President, Treasurer, and chapter histories.

12. Can anyone view her chapter's archives?
    Yes, see #6 to schedule a date and time.

13. Can anyone from the chapter add to the chapter archives at TWU?
    Yes; any material to be added to a chapter's archives must first go to either the TSO Archives Committee Chair, the TSO/TWU Laiason, or TSO Headquarters.

14. Can anyone access the DKG files?
    Yes, by making an appointment to visit the Women's Collection in the Blagg-Huey Library on the TWU campus. See # 6. The files are carefully stored and safely guarded; their use is supervised by TWU personnel. Those files with personal information are closed per agreement with TWU. The files are for research purposes.

15. Should we send chapter yearbooks?
    If yearbooks have been sent to TSO Headquarters as required, they are processed and taken to TWU. Additional copies may be sent as directed in #5. It would be helpful if all staples, brads, or any other metal were removed, the pages 3-hole punched, and then tied with string or ribbon (note: state and international information should NOT be sent.)

16. Can newsletters, chapter histories, minutes and other documents be on flash drives?
    Yes, except for financial records. Note: they (docs)should be separate and labeled.

17. Is library experience necessary to be on the TSO Archives Committee?
    The TSO State Guidelines do not have library experience as a requirement.

18. How do we apply for the Archives Committee?
    Application may be made during the second year of a biennium for service during the following biennium. Check TSO webpage "Resources" then "Deadlines and Forms."

19. How can the chapter Archives chair (or designee) find information about TSO Archives?
    There is a wealth of information in the TSO website (dkgtexas.org) that can be downloaded. The Archives Committee is listed on the webpage. The chapter presidents have access to contact information in the President's Kit.

20. When did TSO Archives start being housed at TWU?
    The original agreement was signed by Past State President Carolyn Larrison and has been updated as of the current biennium (2025-2027).