## Responsibilities of Chapter Archives Committee

❖ **Know the records to keep**:

- Chapter histories (submit after each biennium); may be outline or narrative
- Signed minutes of chapter & executive board meetings (may be permanently bound for submission to TSO/TWU Archives) in chronological order
- Financial records (old Form 18's; budgets; reviews; 990's; banking records [must be kept 7 yrs on hand]; prior years may be submitted)
- Membership records (may be with treasurer or membership chair)
- Yearbooks (no metal fastenings; plastic bindings only; chronological order; chapter information only)
- Newsletters (submit after each biennium in chronological order)
- Other material of historical value to the chapter

❖ **Complete the Chapter Checklist**
(Form online at dkgtexas.org → Committees → Archives)

❖ **Request Chapter Records** from TSO Archives Chair as needed
and

❖ **Identify missing records;** begin to collect them for submission

- Minutes – check newsletters; secretary files; submit in chronological order
- Yearbooks – check with members; yearbook chair; submit in chronological order
- Financial records by year – check with Treasurer (keep on hand 7 yrs)
- Chapter histories (suggested outline at dkgtexas.org → Committees → Archives)
- Check with past chapter presidents of missing histories; if not available, use newsletters, yearbooks, and chapter members (chronological order)
  (see website for preparation of materials)

❖ **Collect** additional items for submission to TSO Archives from your chapter

- Scrapbooks – If larger that 8 ½ x 11 consider digitizing; ensure that all pictures are **labeled;** avoid tape, glue stick, lamination;
- Newspaper articles, programs, scripts, certificates, awards, etc; place in folders
- Avoid 3-dimensional items due to space restrictions
- Once submitted, discard extra copies

❖ **Submit** records/items to TSO Archives Chair or Committee Member
(contact information at dkgtexas.org → Committees → Archives)

❖ **Prepare** materials for and **meet** with next chapter Archives Committee and Chair; include any special notes such as "I wish I had known."