

Responsibilities of Chapter Archives Committee

Setting up and Maintaining Chapter Archives

Determine what is to be kept such as:

- Official files (President, treasurer, committee chairmen)
- Minutes of regular and executive board meetings
- Yearbooks and newsletters
- History of each biennium

Prepare an inventory of what you have and make plans for collecting missing items.

Organize materials into safe protected files and archival boxes. Become familiar with archival supplies. Use correct materials and methods for preservation. Fully identify all materials and photos. Consider whether the chapter has items which belong in the state archives; consult the state archives chairman for a donor form and more information. Identify the needs for oral histories and chapter founders or senior members.

Establishing and/or Maintaining a Chapter History

A history can be an outline or a simple narrative or an elaborate booklet.

Suggested items to include:

- Cover page
- Table of Contents
- Early years, Chapter Charter Members
- Chapter Presidents
- TSO (Texas State Organization) and Chapter Achievement Award Recipients
- State and International Scholarship Recipients
- Members in Print
- Induction dates of members
- Golden Gift and TSO Leadership Seminar Attendees
- Page for each Biennium listing officers, summaries of activities, awards from TSO Conventions, and other interesting facts

To get this information you can contact living charter members or past presidents. You can also check chapter minutes, newsletters, and yearbooks.

Some Good Preservation Practices

- Store records in an area where extremes in heat and humidity do not occur.
- Keep records in closed acid-free boxes; using acid free folders within the boxes.
- Unfold papers which have been folded or creased.
- Consider binding minutes, newsletters, etc.
- Avoid construction paper, newsprint, cheap typing paper. Use acid free paper.
- Photocopy important documents, newspaper clippings, using 100% rag paper.
- Use PRITT glue sticks instead of scotch tape, rubber cement or glue.
- Use plastic rather than metal plastic clips.
- Encapsulate documents rather than laminating them.
- Use #2 pencils, rather than pens and inks to identify items, especially photos.