

## Guidelines for the AAUW NYS Archives

- I. The AAUW NYS Archives are housed in the Rush Rhees Library at the University of Rochester in Rochester, NY. They are in the Department of Rare Books and Special Collections. Mary M. Huth is the Archivist in charge of our Archives.
- II. Only items which concern the activities of AAUW NYS belong in the Archives. The Association maintains an Archives in Washington for the various national items. Each NYS Branch should have its own Archives in a safe place in its community.
- III. All memorable material from the 90s should be in the Archives by now. If you want certain materials for reference, please make copies of them so we can have the originals in the Archives.
- IV. Examples of Documents to be Archived
  - State Newsletters
  - Leadership Portfolios
  - Convention Programs
  - Bylaws and revisions
  - Brochures (generated by the state)
  - Minutes of the Board meetings
  - Committee Meeting Reports
  - State Officers' and Directors' Reports
  - Clippings with source, date and page which have been copied on acid-free paper
  - NYS Project Reports and Programs
  - Handbooks
  - Legal Documents
  - Photographs with the identity of the persons, date and event on the back  
(Place in a mylar envelope which preserves the photos)
  - Financial statements
  - Audit Reports
- V. Effective January 1, 2003, each Board member is to send Archival materials from the 90s to the State President for review and placement in the Archives at the University of Rochester. If in doubt as to whether it should be saved, please send it and the President in consultation with the Archivist will make the decision. ( Please note this change. DO NOT send directly to the University of Rochester.)
- VI. Please go through the boxes you inherited and send valuable materials to the President and then discard the rest if it has no relevant value at this time. When it becomes your turn to pass on materials to your successor, plan now to have them organized and relevant.

Thanks for your help!

Evelyn M. Currie, AAUW NYS President 2002-2004

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- II. Each Board member and committee chair should retain material from the past five years. At this time all materials through 1999 should be in the Archives. If materials are needed for reference, make copies of them so the originals can be in the Archives. Some items need to be kept permanently, as the job description, history of NYS AAUW, etc.
- III. Examples of Documents to be Archived – see handout
- IV. Effective now, each board member is to send Archival materials from 1999 or before to the Historian and the History committee for review and placement in the Archives at the University of Rochester. If in doubt as to whether it should be saved, please send it.
- V. Copies of documents to be archived should be given to the Historian on a yearly basis for the NYS history file. This information is to be utilized by the historian and the History committee for their interim term history report to be kept on file and later for the history of the decade.

Marilynn Smiley  
Helen Engel  
7/7/04

## Examples of Documents to be Archived

### All State Publications

Newsletters (Focus), Leadership Portfolios, Brochures, Handbooks,  
Directories

Relevant correspondence of each officer and chair and for special Projects

### Convention Materials

Program, all printed materials, programs handed out at convention (as EF dinner),  
copies of important speeches given, workshops information, photographs (see  
photographs below)

State Strategic Plan

Bylaws and revisions

Minutes of the Board meetings

### Reports

Committee Meeting reports, State Officers' and Directors' reports, NYS Project  
Reports and Programs

### Legal Documents

Financial statements, budget, ledgers

### Audit Reports

Clippings with source, date, and page which have been copied on acid-free paper

Photographs with the identity of the persons, date and event on the back (Place in mylar  
envelope which preserves the photos)

### Scrapbooks

Oral recordings with hard copy

Sample copies of award certificates including list of branches that received them

Forms of branch formation and disbandment, branch histories, important branch  
anniversaries (centennials, etc.), significant branch projects

Branch reports and surveys requested by NYS or the Association

Association items: letters, memos, news releases, list of publications and research  
studies, minutes of meetings of state presidents, convention information, reports  
on important issues (such as Education Equity), IFUW convention information  
and other pertinent information

MAR (Middle Atlantic Region): meetings and other relevant information

Other information deemed relevant by the Historian and the History committee

Helen Engel  
Marilynn Smiley  
7/7/04