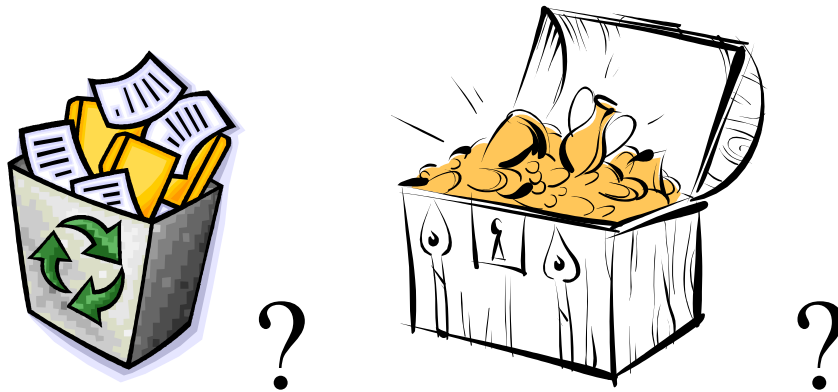


Trash or Treasure?

Archives Committee Workshop

Alpha State, Texas, Area IX

9/11/2010



Okay, so my chapter president appointed me to the Archives Committee. Archives—hmmm, I know, more or less, what that word means, but I really don't understand what my job is. Please, will someone just tell me step-by-step what I'm supposed to do?

Delta Kappa Gamma Society International
Alpha State, Texas

Area IX Workshop, September 11, 2010
Archives Committee: Trash or Treasure?

Presenter: Marylin Nease, Member of State Archives Committee
and Delta Omicron, Area IX

I. Congratulations! You Are Now Your Chapter's Archivist.

ar·chive*

'ɑrkɑɪv [ahr-kahyv] *noun, verb*, -chived, -chiv-ing

Origin: 1595–1605; orig., as pl. < F *archives* < L *archī* (*v*) *a* < Gk *archeîa*, orig. pl. of *archeîon* public office, equiv. to *arch* (*ἄρ*) magistracy, office + *-eion* suffix of place



–noun

1. usually, *archives* (*plural*). documents or records relating to the activities, business dealings, etc., of a person, family, corporation, association, community, or nation.

✓ Think Delta Kappa Gamma Society International; Alpha State, Texas; and *your chapter*.

2. archives, a place where public records or other historical documents are kept.

✓ Our Society's International archival materials are stored at International Headquarters in Austin.

✓ Alpha State's archival materials are stored at Texas Woman's University (in the Blagg-Huey Library's second floor Woman's Collection) and at Alpha State Headquarters (6220 Campbell Road, Suite 204, Dallas).

✓ Where are *your chapter's* archival materials stored?

3. any extensive record or collection of data: *The encyclopedia is an archive of world history. The experience was sealed in the archive of her memory.*

✓ Our International and State archives represent the history of our Society's "key women educators" since 1929.

✓ How well do *your chapter's* archives represent the history of your chapter's "key women educators"?

–verb (used with object)

4. to place or store in an archive: *to archive the city's historic documents.*

✓ *Your mission* as the chairman or a member of your chapter's Archives Committee is to archive the documents and records relating to the activities, business dealings, etc. of your chapter; that is, to preserve archival materials that represent the history of your chapter's "key women educators."

*dictionary.com

II. So, What Do I Do as My Chapter's Archivist?

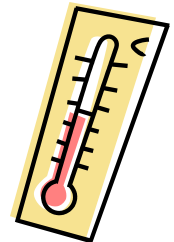
A. Begin with the Basics: Locate, Inventory, Evaluate.

1. Start by locating your chapter's documents and records. Inventory what you have, and make plans to collect missing items. Decide what to keep and what to discard. Your chapter's files should contain the following materials organized chronologically by biennia and put into binders for easy reference:
 - a. Official files for the president, treasurer, and committee chairmen
 - b. Minutes of regular and executive board meetings
 - c. Yearbooks
 - d. Newsletters
 - e. Newspaper clippings and photographs
 - f. History of each biennium written by its president (1-2 pages)
2. Fully identify all materials: for example, for news clippings attach the title, date, section, and page; for photos include on back in pencil the date, place, event, and persons; and for scrapbook items include the source, date, place, event, persons, etc.
3. Organize materials into safe, protected binders and boxes.



B. Okay, I'm Ready for More! Give Me the Next Step as an Archivist.

1. Become familiar with archival supplies. Use correct materials and methods for preservation.
 - a. Unfold papers which have been folded or creased.
 - b. Encapsulate documents rather than laminating them.
 - c. Protect photos with plastic sleeves.
 - d. Avoid construction paper, newsprint, cheap typing paper. Use acid-free paper.
 - e. Photocopy important documents and newspaper clippings, using 100% rag paper.
 - f. Use PRITT glue sticks instead of scotch tape, rubber cement, or other glue.
 - g. Use plastic, rather than metal, paper clips.
 - h. Use #2 pencils, rather than pens and inks, for identifying items, especially photos.
 - i. Keep records in closed, acid-free boxes, using binders or acid-free folders within the boxes.
 - j. Store records in an area where extremes in heat and humidity do not occur.
2. Remember that these things cause deterioration: acids in papers, glues, tapes; excessive humidity; extremes in temperatures; insects; water; dust and dirt; light; rodents.
3. Archival methods and products resources: www.archivalmethods.com, www.superiorarchivalmats.com, www.pfile.com, www.archivalsuppliers.com



C. Wow, I'm Hooked! What Else Can I Do?



1. Consider recording and/or filming an oral history by interviewing chapter founders or senior members.
2. Consider whether your chapter has items which belong in State archives.
Q. What does the State require of each chapter for archiving at TWU?
A. Each biennium: chapter yearbook and president's history.
Does your chapter have an additional item of historical significance, for example, a letter from a Society founder? If so, contact the State Archives Committee chairman for more information and a donor form.
3. Visit (even arrange for your chapter to visit) the Alpha State Headquarters in Dallas, where you can meet our State Executive Secretary/Treasurer, Betty Vines (her office is here), and also view archival materials, such as Annie Webb Blanton's gavel, our Alpha State charter, and our State brass candelabra. Or, you can go online to www.alphastatetexas.org/headquarters (then click on the links labeled *Photos* and *description*) for a virtual tour of these archives.



Alpha State Headquarters, 6220 Campbell Road, Suite 204, Dallas

4. Visit (even arrange for your chapter to visit) our Alpha State archives at TWU in Denton. In the Blagg-Huey Library's Woman's Collection, you will find archives for Alpha State—plus, the Texas Association of Women's Clubs (TAWC), the Texas Federation of Women's Clubs (TFWC), the Women's Airforce Service Pilots (WASP), and others. Alpha State's archives are kept in a climate-controlled vault, each chapter has its own box, and the curator will facilitate your viewing of these archives. Your State Archives Committee delivers archival materials to the library, and TWU students file the yearbooks and histories in the chapter boxes.

III. So, What If I Still Have Questions?

Contact your 2009-2011 State Archives Committee:

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