



Zonta International District 12

Advancing the Status of Women Worldwide

Clubs of District 12, We hope you are well on the way to gathering and preserving your club records and memorabilia. International has charged each District with the task of helping their clubs with archiving and also to prepare a History of their Club. Club histories are to be used to prepare a History of the District therefore we really need your input. Thank you for your help.

Archivist

1. Gather information in one place.
2. Form a committee to help sort and store or dispose of appropriately.
3. Develop a plan for retaining Documents
 - a. How long to keep written/hard copies - what to discard
 - b. What needs to be preserved electronically. - currently discs are not safe in the long run and should be copied to an external hard drive.
4. Develop and maintain an inventory of archival material and historical memorabilia.
 - a. Information on where all hard copies, electronic devices and memorabilia can be found should be passed on to all incoming presidents and archivists.
 - b. Keep lists of items given to a library or historical society.

Historian

1. Brief History to District by 2014 Area meetings - earlier would be of help to District.
2. Including:
 - a. Date chartered and Sponsoring Club
 - b. Time Line - start with the club charter date and proceed to the present day.
 - c. Members who have served at the District and International level or have been honored by your community
3. Bring one item from Archives to the 2013 Conference that reflects the theme "Blazing Trails" for display. At Banquet a member of your club should give a brief talk on item.

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Sample Document from the International Archiving/History Committee can be found at:
<http://www.zonta.org/memberesources/tools/centennialanniversaryTools.aspx>