



Zonta International®

District 12

Advancing the Status of Women Worldwide

Archiving to Preserve Your
Club's History

February 11 & 20, 2014

DISTRICT 12 LEADERSHIP TRAINING

OBJECTIVES

- ▶ Objective 1: To identify how to archive & store club information
- ▶ Objective 2: To provide tools / documents / contacts for clubs
- ▶ Objective 3: To discuss data needed for the History In Brief due to Barb Pellegren at bgpell@aol.com by April 1, 2014
- ▶ Objective 4: To review the End of Biennium Reports due to Barb Pellegren at bgpell@aol.com by April 21, 2014

The Heart of your Organization's Memory is in its Records

(Society of American Archivists)



How to Archive & Store Club Information

- ▶ Electronic Media
- ▶ Photographs
- ▶ Paper
- ▶ Donate to a Repository

❖ Keep up-to-date records regarding storage of club archives, and how to access electronic storage media

- ▶ See Archiving Guides document on D12 website in Resources, Leadership Training, Archiving to Preserve Your Club's History



How to Archive & Store Club Information

▶ Electronic Media

- ▶ Copy files, pictures, & important emails to CDs, DVDs, external hard drives or web based storage
- ▶ Make multiple copies & store in different locations
- ▶ Name & date all files
- ▶ Update electronic media to keep current with new methods
- ▶ Be sure to include the Club Annual Report – done by the club president

▶ It has:

- ▶ Current membership numbers
 - ▶ Local & ZIF service grants
 - ▶ Service projects & scholarships
 - ▶ Fundraisers
 - ▶ Officer List
- ▶ See D12 Club Annual Report document on D12 website in Resources, Leadership Training, Archiving to Preserve Your Club's History



How to Archive & Store Club Information

▶ Photographs

- ▶ Use preservation enclosures such as envelopes, sleeves, albums free of sulfur, acids and peroxides
- ▶ If plastic is used, make sure it is uncoated polyester or polypropylene
- ▶ If mounting photos in albums, use photo corners only
- ▶ Look for storage materials marked "PAT" (passed a photographic activity test)
- ▶ Share albums with club members periodically



How to Archive & Store Club Information

▶ Paper

- ▶ Put letters, drawings, clippings, etc. in a clean area with moderate temperature & low humidity. Avoid cardboard containers. Insert sheets of neutral tissue between items & store flat
- ▶ Protect from light
- ▶ Use boxes, folders, envelopes, sleeves, & mats free of sulfur, acids, & peroxides
- ▶ If plastic is used, make sure it is uncoated polyester, cellulose triacetate, polyethylene or polypropylene
- ▶ Look for storage materials marked "PAT" (passed a photographic activity test)
- ▶ Scan documents to make an electronic copy



How to Archive & Store Club Information

- ▶ Donate to a Repository
 - ▶ Keep a record of what, where, & when. Pass this information along
 - ▶ Obtain a copy of the repository's policy regarding availability, photo duplication, publication, & check out options, before submitting materials



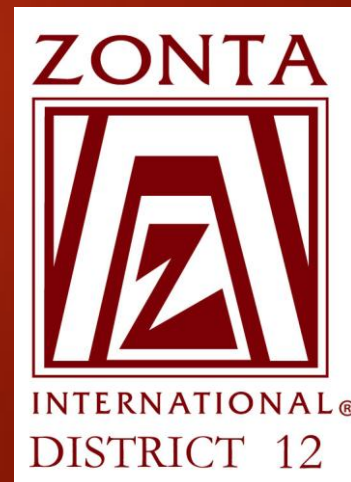
History In Brief – Due April 1, 2014

- ▶ What is a History in Brief?
 - ▶ A short summary of a club's history
 - ▶ Used as input to the district's history in brief
- ▶ What is Included in a History in Brief?
 - ▶ 500 – 1000 word document
 - ▶ Organization of the Club
 - ▶ Date of charter
 - ▶ Charter presentation
 - ▶ Name of sponsoring (SOM) club
 - ▶ Number of charter members



History In Brief Con't

- ▶ Development of the Club
 - ▶ Growth/fluctuation of membership & current membership number
 - ▶ Service Programs
 - ▶ Club participation in district projects, ZIF service projects & scholarship programs
 - ▶ Special Achievements
 - ▶ Area meeting host
 - ▶ District conference host
 - ▶ Club members served at higher levels of ZI
 - ▶ Note the author, sources of information, date completed
- ▶ See Guidelines – History in Brief for Clubs document on D12 website in Resources, Leadership Training, Archiving to Preserve Your Club's History



End of Biennium Reports - Due April 21, 2014

- ▶ Club Archivist & Club Historian

- ▶ Progress to date in archiving and history writing
- ▶ Due to Barb Pellegren at bgpell@aol.com by April 21, 2014

- ▶ See Report Template for Club Archivists document on D12 website in Resources, Leadership Training, Archiving to Preserve Your Club's History
- ▶ See Report Template for Club Historians document on D12 website in Resources, Leadership Training, Archiving to Preserve Your Club's History



Where Can I Find Useful Information?

- ▶ Zonta International Website
 - ▶ www.zonta.org
 - ▶ Member Resources, Tools, Centennial Anniversary Tools
- ▶ District 12 Website
 - ▶ www.zontadistrict12.org
 - ▶ Resources, Leadership Training, Archiving to Preserve Your Club's History
- ▶ Society of American Archivists
 - ▶ www.archivists.org
 - ▶ info@archivists.org
 - ▶ 312-922-0140
- ▶ Repositories including Public Libraries, Historical Societies

