

## Branch and State Archives

I have been asked more than once since assuming my present position what items should be saved for the archives of branches and AAUW of Virginia. All the groups have a story to tell, and your records, safely preserved, will contribute to those memories. Historians have long been aware of the importance of organizations like AAUW in women's history. Our records are a valuable link to that history, and the records we preserve today become our link to the future. Because much of AAUW's work has been done at the branch and state levels, it is particularly vital that these records be preserved.

### What to save:

- articles of incorporation, if your branch is incorporated, and charters
- bylaws and policies
- correspondence of officers and others, if of historical value
- descriptions, programs, photographs, and publicity, for events and projects
- directories of members and lists of officers
- adopted budgets and year-end financial reports
- histories, written and oral
- minutes of branch and board meetings
- newsletters
- planning documents
- press releases
- research reports, if done by branch or state
- important speeches
- scrapbooks

### Where to save:

Many colleges and universities, local libraries, and historical societies maintain archives and would welcome your contributions to the preservation of women's history. By deeding certain valuable records to an archive, you make the records available to researchers, and since good archives are environmentally controlled, you assure the physical preservation of your material.

The Society of American Archivists can provide information on the processes for donating records to an archive. They may be reached at 17 N. State St., Suite 1425, Chicago, IL 60602, phone 312/606-0722, FAX 312/606-0728.

Any repository must protect your records. Damage occurs from extremes in heat and humidity. Avoid unfinished attics, which can become too hot in the summer, and basements, which are usually too humid. A spot in your normal living area is best because it is consistently cool and dry.

Just one final note: don't make your archives a dumping ground. Sort through your materials carefully and save only the important things.

Neola Waller  
3100 Shore Drive, PH 52  
Virginia Beach, VA 23451  
Wallerwn@wcbeach.com