

Branch Archives

Helpful Hints

Aim for historical significance and Informational value!

Examples of Materials That Belong in Your Branch Archives

- Founding documents such as articles of incorporation or charters, architectural records (if this applies)
- Artifacts and memorabilia (3-D objects such as pins, badges, gavels)
- Audiovisual recordings (of meetings, events, or oral histories)
- Audits and budgets
- Bylaws and revisions
- Clippings (from newspapers and magazines)
- Correspondence of a significant nature that documents a branch program, policy, or event
- Directories and membership lists
- E-mails: Significant correspondence should be printed out in hard copy and retained along with correspondence. Routine e-mails can be discarded.
- Financial reports
- Handbooks (branch manuals, guidelines)
- Legal documents (deeds, contracts)
- Minutes of meetings (board, special committees)
- Organizational charts
- Photographs of officers, members, and events
- Project summaries
- Press releases
- Programs, handouts, and flyers
- Publications (histories, newsletters, and brochures — only those created by your branch)
- Reports (annual, board, committee, or project)
- Scrapbooks
- Speeches by officers to branch and/or state members
- State convention program booklets, materials, related to your branch
- Subject files (only if already in existence for a specific program area — documents listed above should not be arranged by subject)

Examples of Materials That Do Not Belong in Your Branch Archives

- Drafts, working copies of documents, publications that are not the final version
- Correspondence of a regular nature, as routine questions, notes of acknowledgement, thanks, and reply
- Duplicates
- Publications and reports that are generated externally, not by your branch (do not include your branch)
- AAUW national publications — saved in the AAUW national archives
- Old forms, receipts, requests, or orders

Information above taken from "How to Preserve Your State and Branch Archives" (AAUW website – 6/28/16) with some modifications.

For this and additional information go to the official AAUW website

In search (near top of page) type in resources, archives