

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

PRESERVING HISTORICAL RECORDS

Introduction

This outline suggests some proper steps to take in locating facilities, deciding what to preserve, what to discard, and what to forward to the Association's national archives. It also includes information that is available at the NYS AAUW archives stored at the University of Rochester, Department of Rare books and Special collections of the Rush Rhees Library, Rochester, New York and some other information sources.

The Facility

It is important to choose a suitable facility to maintain your Regional, Division, or Branch records. State and local depositories often provide the best care and accessibility for local Association records. Most universities maintain professional archives and manuscript collections and many local or state historical societies offer professional services. These facilities eagerly accepted Division and Branch records in Connecticut, Maryland, and Arizona. Other possibilities include local museums, private special collections (specifically woman's history collections), public libraries, and state archives. In selecting a depository for your Regional, Division, and Branch records, consider the following questions:

Does the staff include a professional archivist or special collections librarian?

Do they have adequate space to store the records you plan to deposit?

Do they currently maintain their collection in a dry, climate controlled, secure facility?

Do they store materials in acid free folders and boxes?

Do they plan to microfilm your records? If not, what suggestions can they give for the permanent preservation of the records?

What type of finding aids are available for their collection? Do the finding aids appear useful, organized, professional?

Does the facility advertise their collection? How often do scholars, students, and organizations use their collection?

What ideas do they offer for making records accessible to your organization and outside researchers?

What Should We Keep?

The records produced by your Regional, Division, and Branch organizations may have current, temporary, or permanent value. Some record types are normally considered to hold permanent value for legal, financial, administrative, or historical purposes. These include: charters; bylaws; articles of incorporation; minutes of general, board, or

committee meetings; Region, Division, or Branch publications; annual reports; research reports; and general histories. Records unique to AAUW organizations, such as convention programs, or transcripts of proceedings; materials describing programs and their implementation; and correspondence files which document the creation of Association policies and projects, should also be retained.

The decision to retain a record or record series must be judged according to its current, temporary, or permanent value to the organization. To determine the value of a record, consider the following:

How often is this record used?

What information does it contain that will/might be needed again? Does the information provided describe some historical contribution to society?

Does it describe an important event, policy, or program carried out by your AAUW organization?

Does it contain vital legal, financial, or administrative information? Does it contain unique information?

How old is the document? Do other materials adequately document the same era in your organization's history?

What Not To Keep?

Not all records can be or need to be retained. The value of records is very temporary. Once their usefulness ends, they should no longer be maintained. Some generalizations can be made for records with short lived usefulness. They include: old receipts; raw data (adequately compiled elsewhere); drafts of publications; old forms; routine correspondence; duplicate letters, publications, or reports; and old requisition forms.

The AAUW Archives (Association)

The AAUW Archives, staffed at the Educational Center in Washington, D.C., currently holds some Regional, Division, and Branch records. The majority of these are general histories, including manuscripts, publications, and oral testimonies. The AAUW Archives functions primarily to preserve the vital legal, financial, administrative, and historical records of the Association's national officers, conventions, and headquarters. Maintaining the records of all Regional, Division, and Branch organizations would be a much larger undertaking. For this reason, the current archivist recommends that Regions, Divisions, and Branches deposit their records in suitable state and local facilities. Their records will be more accessible to their organization, members, and independent researchers.

The AAUW Archives would like to continue collecting duplicates of some Region, Division, and Branch records. Since a general history collection has already been started, the Archives plans to continue adding to these materials. Tapes, films, slides, and important photographs would also be valuable additions to the Archives already extensive audio and visual collection. The present archivist maintains a file of finding

aids, inventories, and listings-created for the records of Regions, Divisions, and Branches already deposited in and maintained by state and local facilities. Once your records are deposited in such a facility, organized, and finding aids created please forward this information to the AAUW Archives. This file will allow the archivist to direct researchers -to your depository and to provide them with a general idea of the available materials.

Conclusion

The records of AAUW's Regional, Division, and Branch organizations contain valuable information for our Association and for scholars of the Women's Movement, Education, and Social Progress. As the reputation of public and local history continues to grow, your records will be needed. Hopefully, this outline will aid in your search for a proper facility and help in determining what is valuable and what is not. It is by no means complete, nor is it a cut and dry solution to archival or records management needs. If you would like more information, contact Scott Gilbert at the Association in Washington (202-728-7622).

Except for the Introduction and the last sentence in the Conclusion, the above information was obtained from the Association, Washington, D.C in 1990.

AAUW Archives

These are stored in the Nation's Capital Archives Storage Systems. Contact Scott Gilbert at the Association, 202/ 728-7622 for information.

Regional Archives

Certain information may be available by contacting the Director of the Middle Atlantic Region.

NYS Archives

These are stored in the Department of Rare Books and Special Collections of the Rush Rhees Library, University of Rochester, Rochester, New York 14627-0055 (River Campus). The Rare Books and Special Collections Department is open 9-5, Monday through Friday. Phone (585) 275-4477; Fax (585) 273-1032. Mary M. Huth is the Archivist in charge of our Archives. Some materials are available in other parts of the library during their regular library hours. Reference Department phone: (585) 275-4478.

NYS materials may be found in three categories - boxes in the Department of Rare Books and Special Collections, bound volumes of publications, etc., and microfilms.

The contents of the first 12 boxes of historical files are as follows: Box 1 - Area Conferences of 1964-70, Caravan, 1965-71, and History of NIYSD (books, pamphlets); Box 2 - Board minutes, 1964-68, convention business meetings, by-laws, counterparts mailings; Box 3 - committee letters, 1966-68, NYSD Directories, state calendar, state branch president's conferences, incomplete branch histories (1950-56); Box 4 - state convention information, including newspaper clippings and pamphlets; Box 5 - Board data, 1964-66, personnel forms by committee, and some Board minutes; Box 6-9 - Board minutes, 1920-73; Box 9 - pamphlets on legislation, Study for Action, and Seattle Convention, 1949; Box 10 - Board of Directors Directories, 1970-74, Division reports, 1976-77, and Annual Convention, 1974-77. Box 11 - reports, minutes, 1972-1977, and NY Division Reports' Newspapers 1974-78.

RECORDS 1984-1997

Box 12 - 1. Bylaws 1985-87; 1987-89, 2. Working rules 1986, 1988, 3. Board of Directors yearly reports 1984-85; 1985-86, 4. Financial records 1984-85; 1985-86, 5. Educational Foundation report 1986, 6. Issues of *Newsline* (the "in-house" communication to the branch presidents), August 1984-June 1986, 7. Agendas and minutes for the State Division board meetings and conventions, 1984-86; 1988-89, 8. 1970-1980 update to the *Golden Era* (history of the New York State Division from 1920 to 1970), 9. Convention program booklets, 1985, 1986, 10. International relations handbook (updated 1985, 11. *Peace Curriculum Guidebook* and brochure, 1986, 12. Image folder, 1986, 13. Directories, 1984-85, 1985-86, 1988-89, 14. Membership brochure, 15. *Excellence and Equity in Education* issue brochure, 1985-86, 16. Minutes for the State Division board meetings and conventions, 1988-1993, 17. Minutes for the State Division board meetings and conventions, 1994-1997
(<http://www.lib.rochester.edu/rbk/AAUW-NYS.stm>)

Addition material received:

Received 3/22/93:

Box 1 of 4 - 1. Yellow folder on Promoting Individual Liberties, 2. Un-indexed papers and pamphlets (mainly to branch presidents concerning events and issues), 3. Branch information, separated into folders by city/town names- mainly a membership survey and some clipping of branch activities for the years listed-each is small and incomplete-years are not indicated I looked at the dates on the papers-mainly 1985-1988. Roughly 66 folders.

Box 2 of 4 - 1. Folder containing State division memos and State Division By-laws, 2. Folder on a discontinued branch in the Bronx, NY, 3. Folder on a discontinued branch in Brooklyn, NY, 4. Folder on Herkimer, NY, 5. Folder on Patchogue, NY, 6. Folder on Pearl River, NY, 7. Folder on Rome, NY, 8. Annual Convention booklets from 1979-1985, 9. Folders containing convention materials, such as registration and travel information, agendas and planning materials from 1980-1987, 10. Folder containing Division Bulletins, 11. Environment/Peace/community Folder, 12. By-laws/working rules folder, 13. "Communications" Folder-contains formal and personal letters, newspaper articles, hand-written notes, 14. three envelopes addressed to Rare Books Archives, 15. Blue folder containing interfaith information 16. Un-filed Memos and articles

Box 3 of 4 - 1. List of Corporate member Colleges and Corporate Representatives, 2. Institutional Directory, July 1985, 3. Corporate Reps, 1986, 4. Sample (?) correspondence to Colleges/Universities re: Corporate Sponsorship and corporate Representatives, 5. Corporate Reps, folder says 1986 but includes some with 1987 dates, 6. Misc. papers, 7. Corporate Reps, 1985, 8. Counterpart Mailings, 9. Misc. corporate Reps Papers, 10. Board Meeting 1976, 11. 1980 Jamestown Convention, 12. AAUW New Yorker, 13. Corporate Dialogue-a newsletter, 14. New York Leader-AAUW, 15. Folder containing minutes from the San Francisco Convention in 1983, the Branch President's Handbook, Board of Director's Handbook, 16. NYSD Board of Director's Handbook (Working Rules), 17. Branch President's Exchange, 18. Folder containing GRIPE (Goals, Resources and Integrated Program Exchange) and Bulletin Board of NYSD, 19. Program Development Committee Newsletters, 20. Legislative packets (how to lobby the Senate, etc.), 21. NETWORK- Branch Membership Chairman's Exchange, 22. Correspondence with Board Members, 23. Rubber-banded letters in envelopes to Carol Stewart of Syracuse and College University Relations Workshop, 24. Mailings to Non-Renewals, 25. Various big envelopes to Carol Stewart in Syracuse

Box 4 of 4 - 1. Empty plastic binders, 2. Brown Scrapbook on Project on Women and Aging, 3. Blue folder 1998-89? Not clearly dated, 4. Royal Blue Peace Curriculum Guidebook, 5. Various random convention handbooks, 6. Blue folder "Choices for Tomorrow's Women," 7. Misc. memos, 8. Misc. pamphlets

Received 3/00

Box 1 of 3 - 1. Pink Receipts of New Membership Dues Paid-separated by district, 2. Yellow Expense Vouchers, 3. Break down of budgets, 4. Check registers

Box 2 of 3 - 1. 9 folders of pink renewal receipts, 2. 12 bank statements in envelopes, 3. folders of yellow expense vouchers, 4. 1 folder of check register, 5. Tax information

Box 3 of 3 - 1. Misc.(PC disc, checkbook-Corning, NY, Stamp-for Deposit only with #), 2. Steuben Educators Federal Credit Union Account Statements, 3. 1997-1998 renewal forms (pink sheets), 4. Various financial information, 5. Pink renewal sheets, 6. Yellow expense vouchers

Received 2/12/01

Box 1 of 4 - Expense vouchers, checks, ledgers, and annual financial reports

Box 2 of 4 - Two envelope-sized folders with bank and check statements, Insurance information, Bank statements, 1989 Budget Profile, Ledger, Membership ## information, Rest of box is the same sort of material. One more ledger, more membership files

Box 3 of 4 - more financial information, Membership dues slips, vouchers, checks, etc.

Box 4 of 4 - Various financial records. Tax forms, checks, ledgers, Notes from various board meetings,

Also-envelopes received 7/2/2001

Envelope 1 of 4 - Various minutes of meetings and speeches given during summer 2000. Also includes the annual report.

Envelope 2 of 4 - 2000-2001 Annual Board Report, financial Statements, Membership report on 27 April 2001

Envelope 3 of 4 - AAUW NY Board Meeting, Jan 5-7, 2001, Reports of committees

Envelope 4 of 4 - Pre-Convention Board Meeting, April 27-29, 2001, Convention Materials

Received November 2003

Box 1 of 2 - 1. Correspondence to Membership Committee and Branch MVP's (1980's), 2. Strategic Plan, 1982-2000, 3. District members and maps of districts, 1985-6, 4. Convention reports, 1985-1993, 5. Discontinued Branches, 1985-1993, 6. Membership Project Award 1986-87 and Entry for Membership, 7. Membership Reports to Board, 1986-1993, 8. NYS officers, 1986-2000, 9. 1987-89 NYSD membership committee packet, 10. Membership stats (cumulative, 1988-91), 11. Leader on Loan Evaluation forms, 1988-97, 12. 1989 NYS Convention booklet, 13. Membership numbers, 1989-99, 14. NYS division, the Eighties, 15. Correspondence with Membership VPs (1990s), 16. Convention site committee reports, 1990, 17. Branch evaluations, 1990-92, 18. Visibility/Marketing, 1990-92, 19. International Relations (International Federation of University-IFEW), 1990-200, 20. 1991 NYS Convention (Lake George), 21. Membership VP Notebook (lists of correspondence and daily activities) 6/7/91-3/11/92, 22. Legal Advocacy Fund, 1991-98, 23. 1992 NYS Convention (Binghamton), 24. Photograph- Suzanne Oliver (NYS Pres) and Sharon Shuster (Assoc. Pres.), Lobbying at the White House, June, 1992, 25. Membership VP Notebook (list of daily activities), 3/19/92-4/20/93, 26. Officer Nomination Material, 1992-99, 27. 1993 NYS Convention Material (Rochester), 28. MVP workshop, Convention 1993 materials, 29. Education and Equity News, 1993-98, 30. 1994 NYS Convention Material (Lake Placid), 31. Nominating Committee Reports, 1994-2000, 32. 1995 NYS Convention Material (Hauppauge), 33. 1995 NYS convention Treasurer's report, 34. Membership Ideas 1995-1999, 35. Leadership boot Camp Information, 36. 1996 NYS Convention Material (Syracuse), 37. 1996 NYS Treasurer's Report, 38. Members-at-Large (MAL's) info, 1996-98, 39. Leadership Portfolio Newsletter archives, 1996-99

Box 2 of 2 - Bylaws, 1997 material, 2. 1997 Convention Material (Saratoga), 3. Technology-memos about website, 1997, 4. Media/news release formats, 1997-98, 5. Publicity-News Releases, 1997-99, 6. Letters to appointed people, 1997 to 2002, 7. Branch Officer Forms, 1998, 8. 1998 NYS Convention Booklet, 9. 1998 NYS Convention Evaluation Report, 10. AAUW Today – Reader's Theater, 1998, 11. NYS Reader's Theater, 1998, 12. Voter Program Education Grant, 1998, 13. Middle Atlantic Region (MAR) report, 1998-2000, 14. 1998-2000 Public Policy Program materials, 15. 1999 NYS Convention Material, 16. 1999 NYS Convention Material cont. 17. 1999 convention registration materials, 18. 1999 district Teams, 19. School Recognition Pilot, 1999, 20. Audit Committee, 1999-2001, 21. 1999-2000 Board Member Reports, 22. Officers 1999-2000, 23. 2000 NYS Convention Material (Rochester), 24. 2000-2001 5-Star Awards presentation, 25. 2000-2001 Board Meetings and Reports, 26. President's Portfolio – archives of Leadership Portfolio Newsletter, 200-01, 27. State Reorganization Brain Storming Session, 200-2003, 28. Summer board 2001, letters and agenda, 29. Reader's Theater on Diversity, n.d.

Bound volumes contain newsletter, minutes, New York Leader, Leader in Action, and other publications to date.

There is a set of 158 reels of microfilm entitled American Association of University Women: Archives, 1881-1976. There is a very brief historical essay on AAUW and a reel-by reel listing of the contents of the microfilm collection in the following source: American Association of University Women: Archives, 1881-1976 a guide to the Microfilm Edition, ed. by Barbara Sokolosky (Sanford, N.C.: Microfilming corporation of America, 1980.) (Microtext and Reference LC 1551 .A553 S64)

These microfilms contain 300,000 pages of primary sources from the AAUW National Archives in Washington, D.C. This material is the complete record of AAUW from 1921-1976 and that of its predecessor organization, the Association of Collegiate Alumnae (ACA) from 1881-1921. The microform collection is arranged in 10 parts: Part I - Histories of the AAUW and its Predecessor (Western Association of Collegiate Alumnae Records 1883-1929, Southern Association of College Women 1903-1953, and AAUW 1893-1976 - the largest part of this part), books on the history of the organization and the buildings used as headquarters, and papers of various members; Part II - Records of the Association of Collegiate Alumnae (ACA), 1881-1921 - minutes, reports, constitution and bylaws, committee records; Part III- AAUW General Records, 1921-1976 - general records, convention papers, state presidents' conference papers, constitution publications, 1900-1970; Part IV - AAUW Administrative Records, 1921-1976 - minutes, reports, task force reports on energy and the World Project Operating Committee; Part V - AAUW Program Committee Records, 1911-1976 - activities of AAUW branches throughout the country through correspondence, minutes and reports relating to committees on education, status of women, social and economic issues, the arts, international relations, legislation, and the mass media; Part VI - AAUW Educational Foundation Records, 1957-1976 - correspondence, minutes, surveys, reports, publications and material on the Fellowship Program. There are program records in the following: History of the Fellowships Awarded by AAUW, 1888-1929 and Investment in Creative Scholarship, 1890-1956.(Reel 128); Series VII - AAUW State and Branch Records, 1921-1976 - correspondence, reports, minutes, histories, and associated miscellaneous material relating to AAUW state and regional divisions. By 1912 AAUW divided the US into 10 sections or regions. State divisions were authorized in 1921 (states, DC, and territories). There are Regional Division Records from 1921-1976; State Division records from 1918-1976; Branch records from 1917-1976. Branch records are by state, listing branches in alphabetical order. New York State Division is reel 137, April 1929-July 5, 1973. New York Branch records are reel 140, 1928-1975. Part VIII - AAUW Relations with Other Organizations, 1920-1976 - affiliations with UNESCO, U.S. Children's Bureau, Association for Childhood Education International, several on education, economic growth, children's books, etc.; Part IX - Records Relating to the International Federation of University Women, 1920-1976 - info on the IFUW, founded in 1919 with federations in 54 nations, dealing with peace, legislation, teaching profession, careers open to women; Part X - Ida Hyde Papers, 1867-1947 - correspondence, diaries, scrapbooks, etc. belonging to Ida Henrieta Hyde, noted biologist, physiologist, educator, and prominent member of AAUW.

This set of 158 reels of microfilm entitled American Association of University Women: Archives, 1881-1976 is also available at the Association in Washington, D.C.

BOOKS AND PAMPHLETS ON AAUW HISTORY

Talbot, Marion and Rosenberry, Lois K.M. History of the American Association of University Women, 1881-1931, published in 1930. Written for the 50th anniversary of the Association. Probably available through the Association and in the above microfilm collection.

Tryon, Ruth. The AAUW, 1881-1949, published in 1950. Probably available through the Association and in the above microfilm collection.

Levine, Susan. Degrees of Equality: the American Association of University Women and the Challenge of Twentieth-Century Feminism, published in 1995. Temple University Press, Philadelphia, PA, 19122.

AAUW - New York State History

Vail, Marie Rogers. AAUW: New York State Division: A History 1920-1952. Published by the New York State Division, AAUW, 1954. Available in NYS files at the University of Rochester

Biederstedt, Louisa, historian, Roudabush, Dorothy E., and Woodruff, Anne W. The Golden Era of AAUW, New York State Division, 1920-1970. (36 pages). Available in NYS files at the University of Rochester.

New York State Division, The Seventies, Available in NYS files at the University of Rochester

Carier, Barbara, Dearing, Betty, Knapp, Elizabeth, and Smiley, Marilyn, New York State Division: the Eighties, (eight pages). Available in NYS files at the University of Rochester.

Smiley, Marilyn J. and Engel, Helen Butterfield, New York State American Association of University Women, the Decade from 1990 to 2000. (38 pages) Available from Helen Engel, 32 Brown Drive, Oswego, NY 13126 or Marilyn J. Smiley, 77 West Fifth Street, Oswego, NY 13126.

Prepared by Helen Engel and Marilyn J. Smiley, NYS Co-Historians, for the AAUW NYS Convention, April 2005.

