



CLUB and ORGANIZATION RECORDS: WHAT WE COLLECT AND WHAT WE DON'T

These items are typical, desirable items that we collect for club, association, or organization archives. Every club is different, so feel free to ask Local History staff if there is something you're not sure about!

- Articles of Incorporation
- History of the club
 - Written, video, audio
- Constitution and By-Laws
 - Older versions can also be included
- Agendas and minutes
 - All boards, committees, task forces, study groups
- Reports
 - Annual, committee, special
- Membership records
 - Booklets, lists
- Newsletters and publications
- Anniversary and special event materials
 - Planning, invitations, menus, photographs, video, audio, posters, itineraries
- Biographical material about members
 - Founders, important members, anyone else involved; can be articles, obituaries, memorial programs, photographs, audio/video interviews, etc.
- Reciprocal information from other clubs
 - Local, regional, national, international
- Digital versions of any of the above are accepted. The library can provide a flash drive or other storage to help transfer files.

We do not collect the following items:

- Draft versions (unless it is the only version available)
- More than three copies of anything
 - Check that the three copies you do donate are clean, free of mold/mildew, insect damage, etc. and discard the rest
- Trophies, plaques, framed awards, other three-dimensional objects
 - One or two significant objects are fine, but if you have several, we do not have the space to store, preserve, or display them
- Financial records of the group other than essential annual reports
 - For example, membership renewal records/receipts, receipts from catered events