



## **GUIDELINES FOR CLUB ARCHIVISTS 2014-2016 (newly revised)**

### **BACKGROUND**

Zonta International's 100 years will be celebrated at the Convention in 2020 with publication of a book based on the history of the clubs and the districts. In the Biennium 2012-2014, all clubs were asked to write their history in brief and. The deadline for these to be submitted to the district historian has been extended to 31 December 2014.

In the Biennium 2014-2016, all districts are asked to write their history in brief, using club histories as resource material. All of this information will provide a valuable resource for the author of the centennial history to be launched at the Convention of 2020.

To be able to write the history of the club, the records/archives of the club must have some structure and organization. To create order in the records takes time and all club presidents must now appoint a club archivist. It is a good idea to form a committee to help and support her.

### **RECORDS AND ARCHIVES MANAGEMENT**

#### **Purpose**

The records of any Zonta club are important and valuable. Your records/archives will tell the story of your club, how traditions were formed and who were the key players in the club's development. They also tell others about the club's contributions to the community. Your club is part of the community, and the records need to be available to future researchers. The contributions women have made to the community are often ignored. We need to make sure that researchers can write *her-story* as well as *his-story*.

#### **What to Archive**

The records of the club need to be kept together and structured and organized. When doing this keep in mind the historical perspective; what records will be of value and needed to write the history 5-10-50 years from now?

One of the difficulties is the Zonta system of changing office bearers every second year, which means that the records often are scattered and kept in different places.

#### **Items to Store**

- Minutes with annexes from annual meetings and board meetings
- Correspondence, monthly club newsletters
- Club annual reports
- Committee reports
- Monthly club program
- Programs, photos, videos, DVDs, press-clippings from special events such as charter and anniversaries
- Project files
- Accounts
- Printed matters, books, The Zontian

## Items to keep for a period of only 6-10 Years

(originals are kept elsewhere) Information from:

- Headquarters
- Governor
- Area Director
- Other clubs

## TO GET STARTED

You need time, patience and space. Common sense and a big waste-paper basket are also valuable tools.

1. Start by asking the current club board members:
  - o Have you received any documents from your predecessor?
  - o If so, what type of documents?
  - o Are they originals or copies?
2. As the records may be kept in different places you will have to start with finding them, bringing them together and making an inventory list.
3. Next step is to structure and organize the records in groups, e.g. all minutes form a type of group- minutes from annual minutes in one group and board meetings in another; then put them together in chronological order.
4. When doing this you weed out and destroy copies and routine documents of short-lived character and interest.
5. Then you go on to the next type of records- correspondence and organize this group per sender chronologically.

When the records are all structured and organized in groups, the time has come to make an inventory describing the content of the club archives, including history and organization, as well as a list of club presidents and members of club committees.

If possible, it is a good idea to deposit your records/archives with an appropriate repository nearby. It is recommended that your archival collection be 'on loan' to the repository, because a 'donation' may restrict access to your records in the future.

## SUPPORT

The Centennial Anniversary Committee is here to assist, and would also welcome any suggestions that you may have. Your contacts are:

PIP Val Sarah, Chairman [vsarah@bigpond.net.au](mailto:vsarah@bigpond.net.au)

Beryl McMillan, Co-Chairman [berylmcm@gmail.com](mailto:berylmcm@gmail.com)

Please address any queries to [centennial@zonta.org](mailto:centennial@zonta.org)

We wish you good luck with this important task!

*Bodil Ulate-Segura, D21, for the Centennial Anniversary Committee, October 2012  
Revised by Tricia Summerfield, D23, for Centennial Anniversary Committee, July 2014*