

Materials to Consider for Chapter Archives

- President's Summary of Biennium
- Annual Reports of Committees
- Agendas of Meetings
- Minutes of Meetings
- Chapter Meeting Reports (e.g., Treasurer's Report)
- Program of Work Summary for Biennium
- Letters of Correspondence
- Newsletters
- Yearbooks
- Snapshots and Photographs with Captions
- News Clippings
- A Listing of Members for the Biennium
- Scrapbooks
- Cassette or CD of music/Videos of activities
- Surveys with Tabulations
- Chapter History
- Chapter Charter
- Posters (e.g., Literacy Walk, Collage of Members, etc.)

Organization of Materials

Use 3-ring notebooks, hanging files, a scrapbook per biennium, heavy duty accordion folders or pocket folders to organize materials.

Identification of Materials

On file tabs use Biennium Labels (2004-2006, 2006-2008, etc.) or Topic Labels (Treasurer's Reports, Meeting Minutes, etc.)