

## **WAWH Archival Material Policy and Procedure (Accepted May 2007)**

- I. The Western Association of Women Historians has established an archive for the collection and preservation of material of the organization at California State University, Sacramento, Department of Special Collections and University Archives. The repository requests one annual deposit for archival purposes. This policy and procedure is to establish guidelines for the submission of the materials to be archived.
- II. The purpose of the archive is to preserve the major elements of the Western Association of Women Historians organization in an appropriate manner for future interest and consultation. As members of the organization we have an obligation and the opportunity to preserve, for future generations of historians, the inner workings of the Association.
- III. To this end, the following list is a suggestion of items to be included in the archive:
  1. Minutes from Executive Committee meetings
  2. Minutes from Business meetings
  3. Annual Reports from Board Members
  4. Meeting notes from Annual General Meeting
  5. Written and electronic communications of the Executive Committee
  6. Written and electronic communications to and from the Executive Committee
  7. Written and electronic communications of Award and Prize Committee Members
  8. Written and electronic communications to and from Award and Prize Committee Members
  9. Award and Prize Committee Chair Reports
  10. Books, articles that receive awards from WAWH
  11. Written and electronic correspondence of Program Committee Members
  12. Written and electronic communications to and from Program Committee Members
  13. Conference Programs
  14. President's Address at Annual Conference
  15. Keynote Speaker Address at Annual Conference
  16. Newsletters
  17. Material artifacts related to the organization
- IV. The Executive Director will be responsible for printing all relevant e-mail correspondence between members of the Executive Committee. Each Prize Committee Chair is responsible to submit an annual report and to print out all e-mail correspondence related to the prizes between Prize Committee members.

The Program Chair is responsible for printing all relevant e-mail exchanges between Program Committee members. The President will obtain a copy of the Keynote Address. The President is responsible for submitting a copy of the Presidential Address and other relevant addresses. The reports from the committees and the board should be submitted by the chairs of the committees etc.
- V. In order for these items to be preserved and for the organization to make one deposit annually, all items should be delivered to the Executive Director at the Annual Conference. The Executive Director will be responsible for facilitating the annual deposit at California State University, Sacramento, Department of Special Collections and University Archives.