

**To: DKG Illinois State Chapter Chairs**

**From: Lou Ann Jacobs, State Chapter Historian**

**RE: Committee Files for the State Archives**

I have prepared some guidelines for your use to submit committee records for the state chapter archives. You will need your most recent information for the work of your committee. Granted that each committee has different duties, you may need to keep some of your older records handy. I would suggest keeping four or five years past the current biennium Example—for the 2019-21 current biennium keep the previous 2015-2019 years for reference. If you decide to keep earlier years, that is fine, too.

The oldest files are probably not going to be referred to on an ongoing basis so these can be placed in the Archives for preservation. They will be preserved as part of the state chapter archives in the Illinois State University Archives in Normal and will be available for reference there.

**How to handle committee files for submission to the Archives—**

Items should be printed out--no electronic files or drives will be accepted.

One good copy of each item.

Photos--use Post-It Notes to identify event and persons and stick on the back.

Use paperclips—plastic is best. Do not staple.

Keep items flat. Folders are helpful if they are arranged by year.

There is no need to purchase special plastic or fiberboard boxes. The archive staff will be placing the materials in acid free boxes and file folders. Clean, dry cardboard boxes can be used to transfer the materials to the archives.

Contact the state historian to make arrangements for the transfer of the committee records.

Any Questions? Please contact me. If I do not know the answer, I will find out for you.

Lou Ann Jacobs

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