

GUIDE LIST OF MATERIALS FOR SOCIETIES AND ZONES TO SAVE
LUTHERAN WOMEN'S MISSIONARY LEAGUE

Revised October 2019

Most Societies and Zones have the following materials. It is not necessary to have a separate file folder for each subject. File the material chronologically in one acid-free folder for each year – perhaps even two or three years in one folder. See the Zone Duties sheet or the Society Duties sheet for the general filing system. **ALWAYS REMEMBER TO DATE THE MATERIAL.**

Material that should be in your **Zone History files:**

- Call letters to Zone Board Meetings.
- Minutes of all meetings.
- Financial reports.
- Zone Rally booklets.
- Brochures from Retreats.
- Officers and addresses.
- Committee reports.
- Bylaws and revisions.
- Special committees or activities.
- Pictures — well-dated and identified. Photos should be kept in archival negative sleeves. If there is any glue, carefully remove. It is also vitally important that you label the pictures with the correct type pen.
- Special awards.
- Special celebrations.
- *Lutheran Woman's Quarterlies* and *HiLites* (optional)

Material that should be in your **Society History files:**

- Same as above, and
- Membership lists.

You have the option to save the District convention and LWML convention materials. The Zone always has a delegate to LWML conventions and the local Society always has two delegates to District conventions. They bring back interesting information from these conventions that may be worth saving.

Any time you need help or have questions, please feel free to call or write your LWML South Dakota District Archivist-Historian:

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