

SOCIETY ARCHIVIST/HISTORIAN DUTIES
LUTHERAN WOMEN'S MISSIONARY LEAGUE

Revised March 2004

MISSION: To gather and preserve records and other materials of historical significance to your Society, adding each year's activities to the on-going history of the League.

SPECIFIC DUTIES:

- Receive materials of historical value from all Society board members and committees.
- Retain a copy of each yearly Society program, pamphlets, brochures, booklets, materials used during LWML Sunday or other items. Date all materials not dated. See "GUIDE LIST OF MATERIALS FOR SOCIETIES AND ZONES TO SAVE."
- Be aware of items of historical significance in your congregation.
- Remind officers and committees to submit past Secretary's books and past Treasurer's books to the Society's archives.
- Submit the yearly Society report (copy attached) and special items to the Zone Historian by November 15 of each year. This becomes your Society's history. This information is also important to the Zone Historian so she can make out her report to the District Archivist/Historian.

General filing system outline for folders kept in a Hollinger box:

Elected officers and Appointed officers

Committees (Christian Life, Human Care, Historian, etc.)

Pictures, labeled with date, place, and name(s)

Rallies and Workshops

(Your Society may not have all categories.)

- If there have been no files kept until recently, actively solicit past materials each time you have the opportunity and file these in a separate folder or Hollinger box. This will enrich your archives for future research.
- Directives for preservation of Archival/Historical materials are available from the Zone or District Archivist/Historian.
- When the Hollinger box is full, label the years covered (e.g. 1995-2000) and store in a safe dry place, preferably where it would have controlled access such as your church office. Do not store in a basement or an attic.

